

Author Appearance Confirmation

Date: [Insert Date]

Dear [Conference Organizer's Name],

I am writing to confirm my participation as a keynote speaker at the [Conference Name] scheduled for [Date of Conference] in [Location]. I am excited about the opportunity to present my work on [Topic of Presentation] and engage with fellow attendees.

Please let me know if there are any specific requirements or materials you need from my side prior to the event.

Thank you for this opportunity. I look forward to contributing to a successful conference.

Sincerely,

[Author's Name]

[Author's Title]

[Author's Institution]

[Contact Information]