

Speaker Confirmation Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm your participation as a speaker at the launch of the translated edition of [Book Title], scheduled for [Date] at [Location]. Your insights and expertise in [relevant field] will greatly enrich the event.

Details of the event are as follows:

- **Event Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue Name and Address]
- **Topic of Discussion:** [Insert Topic]

Please let us know if you have any specific requirements or if there are any changes to your availability. We look forward to your valuable contribution and an engaging discussion.

Thank you for accepting our invitation.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]