

# Confirmation of Keynote Speaker Attendance

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your participation as a keynote speaker at the upcoming [Event Name] scheduled for [Event Date] at [Event Location]. Your session titled "[Session Title]" will be a highlight of our event.

Event Details:

- Date: [Event Date]
- Time: [Session Time]
- Location: [Event Venue]
- Duration: [Duration of Session]

Please let us know if you have any special requirements for your presentation or if you need any assistance leading up to the event.

Thank you once again for agreeing to share your insights with us. We look forward to your inspiring keynote address!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]