

# Confirmation Letter for Guest Speaker

Dear [Guest Speaker's Name],

We are delighted to confirm your participation as a guest speaker for our sports team event on [Date] at [Location]. Your expertise in [specific topic or sport] will greatly inspire and benefit our athletes.

The event will begin at [Start Time] and is expected to conclude at [End Time]. We would appreciate it if you could arrive at least [Arrival Time] before the event starts to allow for any necessary setup and discussion.

Please let us know if you have any specific requirements or topics you would like to address during your talk.

Thank you for accepting our invitation. We look forward to your valuable contribution!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]