

# Speaker Confirmation for Science and Tech Festival

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at the upcoming Science and Tech Festival scheduled for [Insert Date] at [Insert Location]. Your session titled "[Insert Session Title]" will be held at [Insert Time].

We are excited to have you share your insights on [Insert Topic/Area of Expertise] with our attendees. Please let us know if you require any special equipment or assistance for your presentation.

Attached to this email, you will find further details regarding the event schedule and logistics.

Thank you for your commitment to inspiring the next generation of innovators and leaders. We look forward to seeing you at the festival!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]