

Public Speaking Engagement Confirmation Reminder

Dear [Speaker's Name],

This is a friendly reminder regarding your upcoming speaking engagement at [Event Name] on [Date] at [Location].

Event Details:

- **Date:** [Date]
- **Time:** [Time]
- **Venue:** [Venue Name and Address]
- **Topic:** [Topic of Speech]
- **Duration:** [Duration of Speech]

Please let us know if you have any special requirements or need any further information.

We look forward to your presentation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]