

Confirmation of Participation

Date: [Insert Date]

To:

[Influencer's Name]

[Influencer's Address]

[City, State, Zip Code]

[Email Address]

Dear [Influencer's Name],

We are pleased to confirm your participation as a public speaker at the [Event Name], scheduled to take place on [Event Date] at [Event Location]. Your insights and expertise will be incredibly valuable to our audience and we are excited to have you join us.

Details of your participation are as follows:

- **Event Title:** [Event Title]
- **Session Topic:** [Session Topic]
- **Date and Time:** [Session Date and Time]
- **Venue:** [Venue Name and Address]
- **Duration:** [Duration of Speech]
- **Honorarium:** [Honorarium Amount]

Please confirm your availability by [Confirmation Deadline Date]. If you have any questions or specific requirements, feel free to reach out to us.

Thank you once again for your valuable contribution. We look forward to an inspiring session!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]