

# Public Speaker Confirmation for Charity Fundraiser

Date: [Insert Date]

Dear [Speaker's Name],

We are thrilled to confirm your participation as a speaker at our upcoming charity fundraiser, [Event Name], scheduled for [Event Date] at [Event Location]. Your expertise and passion for [specific topic or cause] will undoubtedly inspire our audience and contribute to the success of the event.

Event Details:

- **Date:** [Event Date]
- **Time:** [Event Time]
- **Location:** [Event Location]
- **Duration of Speech:** [Duration]

Please let us know if you require any special arrangements or have any questions regarding the event. We look forward to seeing you and appreciate your support in making a difference for [Charity/Cause Name].

Thank you once again for your commitment.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]