

# Public Speaker Confirmation

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at our upcoming community gathering scheduled for [Date] at [Time]. The event will be held at [Location].

Your topic, "[Topic Title]," will be a valuable addition to our gathering, and we are excited to have you share your insights with our community.

Please arrive at least 30 minutes early to allow time for setup and to meet other speakers. If you have any specific requirements or materials you would like us to prepare, feel free to let us know.

Thank you for your commitment to enriching our community. We look forward to your presentation!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]