

Speaker Confirmation Letter

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at the [Conference Name] scheduled for [Conference Dates] at [Location]. Your session titled "[Session Title]" is scheduled for [Date and Time].

Details for your session:

- **Duration:** [Duration]
- **Audience:** [Expected Audience]
- **AV Requirements:** [Audio/Visual Requirements]

Please let us know if you have any specific needs or questions regarding your session. We look forward to your valuable contribution to the conference.

Thank you for accepting our invitation!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]