

Confirmation of Speaking Engagement

Date: [Date]

To: [Speaker's Name]

[Speaker's Address]

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at our upcoming corporate event, [Event Name], scheduled for [Event Date] at [Event Location]. Your insights on [Topic] will be invaluable to our audience, and we are excited to have you join us.

Please find the details of your speaking engagement below:

- **Event Date:** [Event Date]
- **Time:** [Start Time] to [End Time]
- **Duration:** [Duration] minutes
- **Expected Audience:** [Audience Size/Type]
- **Compensation:** [Compensation Details, if applicable]

Please confirm your availability for this date by [Confirmation Deadline]. If you have any questions or require further information, feel free to reach out.

Thank you for your contribution to making our event a success!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]