

Confirmation of Engagement

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your engagement as a motivational speaker at our upcoming event titled "[Event Title]" on [Event Date] at [Event Location]. Your participation will be instrumental in inspiring and motivating our attendees.

Details of the event are as follows:

- **Event Date:** [Insert Date]
- **Event Time:** [Insert Time]
- **Duration of Speech:** [Insert Duration]
- **Audience Size:** [Insert Approximate Size]

Please let us know if you have any specific requirements for your presentation or if there are any materials you would like us to prepare in advance.

We appreciate your commitment and look forward to your inspiring keynote speech!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]