

Speaker Confirmation Letter

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your participation as a panel speaker for our upcoming discussion titled "[Event Title]." The event will take place on [Event Date] at [Event Location]. Your insights and expertise in [Speaker's Area of Expertise] will be invaluable to our audience.

Details of the event are as follows:

- **Date:** [Event Date]
- **Time:** [Event Start Time] - [Event End Time]
- **Location:** [Event Location]
- **Topic:** [Panel Discussion Topic]

Please confirm your availability by [RSVP Date]. Should you have any special requirements or need further information, feel free to reach out.

Thank you for agreeing to share your knowledge with us. We look forward to your valuable contribution to the panel.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]