

Public Speaker Confirmation Letter

Date: [Insert Date]

To: [Speaker's Name]

[Speaker's Address]

[City, State, Zip Code]

Dear [Speaker's Name],

We are pleased to confirm your participation as a guest speaker at the upcoming product launch for [Product Name] on [Event Date]. The event will take place at [Event Venue] starting at [Start Time].

Your insights as a respected leader in [Industry/Field] will be invaluable to our audience. We anticipate your presentation on [Presentation Topic] to greatly enhance the event's success.

Please find below the event details:

- **Date:** [Event Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Event Venue]
- **Topic:** [Presentation Topic]
- **Duration:** [Duration of Presentation]

Should you have any questions or require additional information, please do not hesitate to contact us at [Contact Information].

Thank you for your commitment, and we look forward to an inspiring event!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]