

Public Speaker Confirmation for Workshop

Date: [Date]

Dear [Speaker's Name],

We are pleased to confirm your participation as a guest speaker at our upcoming workshop titled "[Workshop Title]." The event is scheduled for [Date] at [Location].

Your session, "[Session Title]," is highly anticipated and will take place from [Start Time] to [End Time]. Please let us know if you have any specific requirements or preferences regarding your presentation.

We appreciate your willingness to share your expertise with our attendees and look forward to an engaging session.

Thank you once again for your confirmation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]