

Confirmation Request for Conference Panelist

Dear [Panelist's Name],

We are excited to inform you that you have been selected to be a panelist at the upcoming [Conference Name] scheduled to take place on [Date] at [Location]. Your expertise in [Panel Topic] will greatly enrich the discussions.

Kindly confirm your availability for the event by [RSVP Date]. If you have any questions or require further information, please feel free to reach out.

Thank you for considering this opportunity. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]