

Letter of Assignment

Date: [Insert Date]

Dear [Chair Name],

We are pleased to inform you that you have been assigned as the Session Chair for the [Insert Session Name] at the [Insert Conference Name] scheduled to take place on [Insert Date]. Your expertise in [Insert Relevant Field/Topic] will greatly contribute to the success of our session.

As a Session Chair, you will be responsible for:

- Introducing the speakers and moderating the discussions.
- Ensuring that the session adheres to the schedule.
- Facilitating audience questions and interactions.

Please confirm your acceptance of this role by [Insert Deadline]. Feel free to reach out if you have any questions or require further information.

Thank you for your valuable contribution to [Insert Conference Name]. We look forward to your participation!

Sincerely,

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