

Speaking Engagement Approval

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your proposal to speak at [Event Name] on [Date of Event] has been approved. We believe that your expertise in [Subject/Field] will greatly contribute to the success of our program.

Details of the engagement are as follows:

- **Topic:** [Topic Title]
- **Duration:** [Duration]
- **Location:** [Venue/Platform]
- **Time:** [Time]

Please confirm your acceptance of this speaking engagement by [Confirmation Deadline]. Should you have any questions or require further information, feel free to reach out to me directly at [Your Contact Information].

We look forward to your participation and to an engaging session.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]