

# Acceptance of Panel Moderator Duties

Date: [Insert Date]

Dear [Conference Organizer's Name],

I am writing to formally accept the role of panel moderator for the [Conference Name] scheduled on [Conference Dates] in [Location]. I am honored to have the opportunity to contribute to this esteemed event.

As a panel moderator, I am committed to fostering engaging discussions and facilitating a productive environment among the panelists and audience. I look forward to collaborating with the other speakers and ensuring that the panel session is insightful and interactive.

Please let me know if there are any specific preparations or materials you would like me to review prior to the event. I would be happy to engage in a call or meeting to discuss any details further.

Thank you once again for this opportunity. I look forward to an engaging and successful conference.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Contact Information]