

# Agreement to Serve as Panel Moderator

Date: [Insert Date]

[Moderator's Name]

[Moderator's Address]

Dear [Moderator's Name],

We are pleased to confirm your agreement to serve as the panel moderator for the upcoming seminar titled "[Seminar Title]," scheduled for [Date of Seminar] at [Location]. Your expertise in [Field/Topic] will be invaluable to the success of this event.

As the panel moderator, your responsibilities will include:

- Introducing the panelists and the topic.
- Facilitating discussions and ensuring all panelists contribute.
- Managing the Q&A session with the audience.
- Adhering to the timeline of the seminar.

We anticipate your arrival at [Time] on [Date] for a brief orientation before the seminar begins. Please confirm your acceptance of this role by signing and returning this letter by [Response Deadline].

If you have any questions or need further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your commitment to participate in this seminar. We look forward to an engaging and insightful session.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Contact Information]

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Signature of Panel Moderator