

Confirmation of Panel Discussion Facilitation

Dear [Recipient's Name],

We are pleased to confirm your participation as a facilitator for the panel discussion titled "[Panel Discussion Title]" at the [Conference Name] scheduled for [Date] at [Location].

Your expertise in [Relevant Field/Topic] will significantly contribute to the success of this discussion, and we are excited to have you on board.

Details of the session are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Duration:** [Duration]
- **Location:** [Venue/Room]

Please feel free to reach out if you have any questions or need further information. We look forward to your valuable contributions.

Thank you for agreeing to facilitate this important discussion.

Sincerely,
[Your Name]
[Your Title]
[Organization Name]
[Contact Information]