

Confirmation Letter

Date: [Insert Date]

To: [Moderator's Name]

[Moderator's Address]

Subject: Confirmation of Panel Moderator Role

Dear [Moderator's Name],

We are pleased to confirm your participation as the moderator for the panel discussion titled "[Panel Title]" at the upcoming [Conference Name] on [Conference Date] at [Venue/Location].

Your involvement will greatly contribute to the success of the discussion, and we believe your expertise in [Moderator's Area of Expertise] will provide valuable insights to our attendees.

Please find below the details of the panel:

- **Panel Date:** [Insert Date]
- **Panel Time:** [Insert Time]
- **Panel Duration:** [Insert Duration]
- **Panelists:** [List of Panelists]

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information]. We look forward to your valuable contribution to the conference.

Thank you once again for accepting this role.

Sincerely,

[Your Name]

[Your Position]

[Conference Name]

[Contact Information]