

Confirmation of Role as Panel Moderator

Date: [Insert Date]

Dear [Moderator's Name],

We are pleased to confirm your role as the panel moderator for the upcoming [Conference Name] taking place on [Conference Date] at [Venue/Location]. We believe your expertise and experience will greatly enhance the quality of discussions.

Your specific session will focus on [Session Topic], and it is scheduled for [Time]. Please ensure to arrive at least [Time] minutes early for a brief orientation with the panelists.

Please let us know if you have any questions or require further information.

Thank you for your commitment to making our conference a success!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]