

Moderator Acceptance Letter

Date: [Insert Date]

Dear [Moderator's Name],

We are pleased to inform you that you have been selected as the moderator for the upcoming conference session titled "[Session Title]" scheduled for [Date of Session] at [Location].

Your expertise and experience in [Relevant Field/Topic] will be invaluable in guiding the discussions and facilitating engaging interactions among our panelists and audience members.

Please confirm your acceptance of this role at your earliest convenience. We look forward to your positive response and are excited to have you as part of our event.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Conference Name]

[Contact Information]