

Moderator Confirmation for Conference Panel

Date: [Insert Date]

Dear [Moderator's Name],

We are pleased to confirm your participation as a moderator for the upcoming [Conference Name] scheduled on [Conference Date] at [Location]. We believe that your expertise in [Moderator's Field/Area of Expertise] will greatly contribute to the panel discussion.

Details of the session are as follows:

- **Panel Title:** [Panel Title]
- **Time:** [Start Time] - [End Time]
- **Panelists:** [List of Panelists]

Please let us know if you have any specific topics you would like to discuss or if you need any further information. Your confirmation is greatly appreciated, and we look forward to your valuable contribution.

Thank you for your support.

Best Regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]