

Official Confirmation of Panel Moderation Role

Date: [Insert Date]

Dear [Moderator's Name],

We are pleased to officially confirm your role as the moderator for the [Conference Name] panel titled "[Panel Title]." The event will take place on [Date] at [Location]. Your expertise and insights will greatly enrich our discussions.

Please find the details below:

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

Should you have any questions or require further information, please do not hesitate to reach out.

We look forward to your valuable contribution to the panel.

Best Regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]