

Priority Seating Notification

Dear [Speaker's Name],

We are pleased to confirm your participation as a keynote speaker at the [Conference Name] on [Date]. Your insights and expertise in [Topic] will undoubtedly enrich our event.

In recognition of your important role, we are reserving priority seating for you and your team at the conference. Below are the details:

- **Seating Location:** [Venue location]
- **Table Number:** [Table number]
- **Time:** [Start time of the keynote session]

Please arrive at least [15/30] minutes prior to the session to ensure a smooth experience. Should you have any special requirements or requests, feel free to reach out to us.

We are excited to have you join us and look forward to your captivating presentation!

Sincerely,

[Your Name]
[Your Position]
[Conference Name]
[Contact Information]