

Conference Acknowledgment of Receipt

Date: [Insert Date]

To: [Keynote Speaker's Name]

[Keynote Speaker's Address]

[City, State, Zip Code]

Dear [Keynote Speaker's Name],

We are pleased to acknowledge the receipt of your invitation to be the keynote speaker at [Conference Name], scheduled to take place on [Conference Dates] at [Location]. We appreciate your consideration and are excited about the possibility of your participation.

We will review your invitation and get back to you by [Response Deadline]. In the meantime, please do not hesitate to reach out if you have any questions or need further information.

Thank you once again for your interest in speaking at our conference.

Sincerely,

[Your Name]

[Your Position]

[Conference Organizing Committee Name]

[Contact Information]