

Guest Speaker Arrangement Confirmation

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your engagement as a guest speaker at [Museum Name] on [Event Date] at [Event Time]. We are excited to have you share your insights on [Topic] with our audience.

Details of the arrangement are as follows:

- **Event Location:** [Museum Address]
- **Duration:** [Duration of Speech]
- **Equipment Provided:** [List any equipment, e.g., projector, microphone]

Please let us know if you have any specific requirements or questions.

We look forward to your presentation and are excited to welcome you to [Museum Name]!

Best regards,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]