

Confirmation of Engagement

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]. Your presentation on [Topic] is sure to be a highlight for our attendees.

Event Details:

- Date: [Event Date]
- Time: [Event Time]
- Location: [Museum Address]
- Duration: [Duration of Presentation]

Please let us know if you require any specific accommodations or have additional requests.

We look forward to welcoming you to [Museum Name] and thank you for your participation!

Best regards,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]