

# Affirmation of Guest Speaker Participation

Date: [Insert Date]

[Speaker's Name]

[Speaker's Address]

[City, State, Zip Code]

Dear [Speaker's Name],

We are pleased to confirm your participation as a guest speaker at [Museum's Name] for our upcoming event titled "[Event Title]." The event is scheduled to take place on [Event Date] at [Event Time]. We are excited to have you share your insights on [Topic of Discussion].

Your expertise in [Speaker's Area of Expertise] will greatly enrich our program and engage our audience. We anticipate approximately [Number] attendees will participate, and it will be a wonderful opportunity for networking and learning.

Please let us know if you have any specific requirements or topics you would like to address during your presentation. We look forward to your confirmation and appreciate your willingness to contribute to our event.

Thank you for your participation!

Sincerely,

[Your Name]

[Your Title]

[Museum's Name]

[Museum's Address]

[City, State, Zip Code]

[Contact Information]