

Guest Speaker Role Confirmation

Dear [Speaker's Name],

We are pleased to officially confirm your role as a guest speaker at [Museum Name] on [Date] at [Time]. Your expertise in [Subject/Field] will greatly enrich our event, and we are excited to have you join us.

Please find below the details of the event:

- **Event Title:** [Event Title]
- **Venue:** [Venue Name], [Address]
- **Duration:** [Duration]
- **Audience:** [Expected Audience]

Should you have any questions or require further information, feel free to reach out. We look forward to your valuable contribution to our event.

Thank you for your involvement.

Sincerely,

[Your Name]
[Your Position]
[Museum Name]
[Contact Information]