

Speaking Engagement Confirmation

Date: [Insert Date]

To: [Speaker's Name]

Address: [Speaker's Address]

Dear [Speaker's Name],

We are pleased to confirm your speaking engagement at the upcoming [Symposium Title] scheduled for [Date] at [Location]. We are excited to have you share your insights on [Topic/Theme].

Event Details:

- **Date:** [Date]
- **Time:** [Time]
- **Duration:** [Duration]
- **Location:** [Venue/Platform]
- **Audience Size:** [Estimated Audience Size]

Please let us know if you require any specific equipment or materials for your presentation.

Thank you for agreeing to participate in our symposium. We look forward to your valuable contribution and an engaging session!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]