

Agreement to Speak at Event

Date: [Insert Date]

Speaker Name: [Insert Speaker Name]

Event Name: [Insert Event Name]

Event Date: [Insert Event Date]

Location: [Insert Location]

Dear [Insert Speaker Name],

We are pleased to confirm your participation as a speaker at [Insert Event Name], scheduled for [Insert Event Date] at [Insert Location]. We appreciate your willingness to share your knowledge and insights on [Insert Topic/Subject].

Details of the engagement are as follows:

- Duration of Speech: [Insert Duration]
- Audience: [Insert Audience Type]
- Compensation: [Insert Compensation Details]
- Travel and Accommodation: [Insert Travel and Accommodation Details]

Please confirm your acceptance of this agreement by signing below and returning a copy to us by [Insert Deadline].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Speaker Name]

Signature