

Letter of Commitment to Speak at Workshop

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my commitment to speak at the [Name of Workshop] scheduled for [Date] at [Location]. I am honored to have the opportunity to share my insights on [Topic of Discussion] with the attendees.

As discussed, my presentation will cover [Brief Description of Presentation]. I believe it will provide valuable information that resonates with the goals of the workshop.

Please let me know if there are any specific requirements or details that need to be addressed prior to the event. I look forward to contributing to a successful and engaging workshop.

Thank you for the opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]