

Confirmation of Guest Speaker Engagement

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]

[Guest Speaker's Name]
[Guest Speaker's Title/Position]
[Guest Speaker's Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Guest Speaker's Name],

We are pleased to confirm your engagement as a guest speaker at [Event Name] on [Event Date] at [Event Location]. Your presentation on [Presentation Topic] will be an invaluable addition to our program.

The details of your engagement are as follows:

- Date: [Event Date]
- Time: [Event Time]
- Location: [Event Location]
- Duration: [Duration of Presentation]
- Compensation: [Compensation if applicable]

Please let us know if you have any specific requirements or topics you would like to cover during your presentation.

We look forward to your participation and thank you for agreeing to share your insights with us.

Best regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]