

Confirmation of Keynote Speaker Participation

Dear [Speaker's Name],

We are pleased to confirm your participation as a keynote speaker at the [Event Name] on [Event Date]. Your topic, "[Speech Title]," aligns perfectly with our theme and will surely resonate with our audience.

Event Details:

- **Date:** [Event Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue Name and Address]
- **Duration of Speech:** [Duration] minutes

Please let us know if you require any additional information or have specific needs we can assist with in preparation for your talk.

We look forward to your valuable contribution at the [Event Name].

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]