

Confirmation Request for Speaking Engagement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm your participation as a speaker at the [Event Name], scheduled for [Date] at [Location].

As we finalize the event details, we would appreciate your confirmation of attendance and any specific topics you would like to cover during your session.

Please reply to this email by [Confirmation Deadline] to confirm your availability.

Thank you for your support, and we look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]