

# Confirmation of Motivational Speaking Engagement

Date: [Insert Date]

To,

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We are pleased to confirm your participation as a motivational speaker at our upcoming business seminar, titled "[Seminar Title]," scheduled for [Date of Seminar] at [Venue/Location]. Your expertise in [specific area of expertise] is highly valued, and we believe your insights will greatly benefit our attendees.

Details of the Engagement:

- **Date:** [Date of Seminar]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Location]
- **Topic:** [Title/Theme of Your Speech]
- **Duration:** [Duration of Speech]

We will provide all necessary audiovisual equipment and materials for your presentation. Additionally, we will ensure that transportation and accommodation details are arranged as discussed.

If you have any specific requirements or further questions, please do not hesitate to reach out to us.

Thank you once again for accepting our invitation. We look forward to an inspiring and impactful session!

Best Regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]