

Guest Speaker Confirmation for Gala Dinner

Date: [Insert Date]

Dear [Guest Speaker's Name],

We are delighted to confirm your participation as a guest speaker at our upcoming Gala Dinner, scheduled for [Insert Date] at [Insert Venue]. Your expertise in [Insert Topic/Field] will greatly enhance the experience for our attendees.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue]
- **Topic:** [Insert Topic/Theme]
- **Duration of Speech:** [Insert Duration]

Please let us know if you require any specific arrangements or materials for your presentation. We look forward to your insightful contribution to the event and are excited to welcome you as our esteemed guest.

Thank you for accepting our invitation, and we will be in touch with any further details as we get closer to the event date.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]