

# Guest Lecturer Engagement Confirmation

Date: [Insert Date]

Professor [Insert Name]

[Insert University Department]

[Insert University Name]

[Insert University Address]

Dear Professor [Insert Name],

We are pleased to extend our invitation to you as a guest lecturer for our upcoming special event, [Insert Event Name], scheduled for [Insert Date] at [Insert Time]. The event will take place in [Insert Venue/Location].

Your expertise in [Insert Subject/Area] will greatly benefit our students and attendees. We kindly request that your presentation cover [Insert Topic or Theme] and last approximately [Insert Duration].

We will cover travel expenses and provide an honorarium of [Insert Amount]. Please let us know if you have any specific requirements or needs for your presentation.

We are excited about the possibility of your participation in this event and look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Insert University Department]

[Insert University Name]

[Insert Contact Information]