

Confirmation of Public Speaking Engagement

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at the upcoming [Event Name] scheduled for [Date] at [Location]. Your session on [Topic] is highly anticipated and we look forward to your insightful presentation.

Please find the details of your engagement below:

- **Date:** [Date]
- **Time:** [Time]
- **Venue:** [Venue Name and Address]
- **Duration:** [Duration] minutes
- **Audience:** [Audience Description]

Should you have any questions or require further information, please do not hesitate to reach out. We are looking forward to having you as part of our event!

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]