

# Event Participation Confirmation

Dear [Speaker's Name],

We are delighted to confirm your participation as a speaker at the upcoming [Event Name] scheduled for [Date] at [Location]. Your expertise in [Speaker's Field/Topic] will be invaluable to our audience.

Event Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Venue:** [Venue Name]
- **Topic:** [Speaker's Topic]
- **Duration:** [Duration] minutes

Please confirm your acceptance by replying to this email at your earliest convenience. Should you have any questions or need further information, feel free to reach out.

Thank you for contributing to our event. We look forward to your presentation!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]