

Guest Speaker Confirmation Letter

Dear [Guest Speaker's Name],

Subject: Confirmation of Guest Speaker Invitation

I hope this letter finds you in good health and high spirits. On behalf of [Your Organization], I am pleased to extend our sincere gratitude for accepting our invitation to be a guest speaker at [Event Name], scheduled to take place on [Event Date] at [Event Venue], in [City, State].

Your expertise and insights in the field of [Guest Speaker's Field/Area of Expertise] have earned you a well-deserved reputation, and we are honored to have you share your knowledge with our esteemed audience. We are confident that your presence will add immense value to the event and contribute to its overall success.

The details of your speaking engagement are as follows:

Event Name: [Event Name]

Event Date: [Event Date]

Event Time: [Event Time]

Event Venue: [Event Venue]

Topic/Title of Speech: [Speech Topic/Title]

Duration of Speech: [Speech Duration]

We kindly request that you arrive at the venue at least [Time] prior to the event to allow for any necessary preparations and sound checks. Our technical team will be available to assist you with any audiovisual requirements you may have.

To ensure a seamless experience, we kindly request you to provide us with the following information/documents at your earliest convenience:

1. A high-resolution photograph of yourself for promotional purposes.
2. A brief bio or introduction that will be used to introduce you at the event.
3. Any audiovisual materials or presentation slides you would like to use during your speech.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have

any questions, require further information, or have specific requests for the event.

Once again, we express our heartfelt appreciation for your willingness to share your expertise with us. We believe your participation will greatly enrich our event and leave a lasting impact on our audience. We look forward to welcoming you as our esteemed guest speaker at [Event Name].

Thank you for your time and consideration.

Warm regards,

[Your Name]

[Your Title/Position]

[Your Organization]