

[Your Organization's Letterhead]

[Date]

[Guest Speaker's Name]

[Guest Speaker's Title/Position]

[Guest Speaker's Organization]

[Guest Speaker's Address]

[City, State, Zip Code]

Dear [Guest Speaker's Name],

We are pleased to confirm your participation as a guest speaker at [Event Name], scheduled for [Date] at [Location]. We are excited to have you share your insights on [Topic/Theme] with our audience.

Event Details:

- Date: [Event Date]

- Time: [Event Time]

- Location: [Event Location]

- Duration of Speech: [Duration]

Please let us know if you have any specific requirements or need assistance with travel or accommodation arrangements.

Thank you for accepting our invitation. We look forward to your valuable contribution to the event!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]