

Subject: Guest Speaker Appointment Confirmation

Dear [Speaker's Name],

I hope this message finds you well. I am pleased to confirm your appointment as a guest speaker for our upcoming event, [Event Name], on [Date] at [Time]. The event will be held at [Location/Platform].

Details of the event are as follows:

- Topic: [Topic of Discussion]
- Duration: [Duration of Presentation]
- Audience: [Description of Audience]

Please let us know if you require any specific arrangements or have any questions.

We are looking forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]