

[Your Name]  
[Your Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Speaker's Name]  
[Speaker's Position/Title]  
[Speaker's Organization]  
[Speaker's Address]  
[City, State, Zip Code]

Dear [Speaker's Name],

I hope this letter finds you well. I am writing to formally confirm your participation as a guest speaker for [Event Name] on [Date] at [Location].

We are thrilled to have you share your insights on [Topic/Subject] and believe that your expertise will greatly benefit our audience. The event will begin at [Start Time] and we anticipate it will conclude by [End Time].

Please let us know if you require any specific arrangements or have any questions regarding your presentation. We appreciate your contribution and look forward to welcoming you to the event.

Thank you once again for accepting our invitation.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]