

[Your Name]
[Your Position]
[Your Institution]
[Your Institution's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guest Lecturer's Name]
[Guest Lecturer's Position]
[Guest Lecturer's Institution/Organization]
[Address]
[City, State, Zip Code]

Dear [Guest Lecturer's Name],

I am pleased to confirm your participation as a guest lecturer for [Course/Program Name] at [Your Institution] on [Date] from [Start Time] to [End Time].

Your lecture, titled "[Lecture Title]," will provide valuable insights to our students and contribute greatly to their learning experience.

Please find the details below:

- Date: [Date]
- Time: [Start Time] to [End Time]
- Location: [Venue/Room Number]
- Audience: [Number/type of attendees, e.g., undergraduate students in XYZ program]

We would be delighted to cover any travel and accommodation arrangements if needed. Please let us know if you require any specific equipment or materials for your presentation.

Thank you for accepting our invitation. We look forward to your inspiring lecture!

Best regards,

[Your Name]
[Your Position]
[Your Institution]
[Your Signature (if sending a hard copy)]