**Guest speaker confirmation letter sample**

[insert the date]

[insert the name of the company/the event organizer]

[insert the address]

Dear [insert the name of the speaker],

We first want to thank you for the great honor of having you speaking at [insert the name of the event] on [insert the date & time] at [insert the location]. We believe your knowledge on [insert the topic of the event] will bring considerable value for people who will attend the conference as well as for our organization.

As we have previously talked, your conference registration fee, your travel and your hotel expenses will be covered by our company, and you have the right to be accompanied by one person.

Here you have all the relevant details related to the event, but if you have additional questions, please, feel free to ask me, as well as for any technical equipment.

The event starting time:

The duration of the event:

The topic of the event:

The format of your speech:

* x minutes for introduction
* x minutes for presentation
* x minutes for audience’s questions

Fee: [insert fee details]

Guests that confirmed their presence:

[insert the name of the other guest speakers]

Again, we want to express our gratitude for that you accompany us on this big journey. We are sure your part will be a great success, as we are already use to see how you perform on a stage talking about this subject you master.

We are looking forward meet to you on [insert the date of the event] and we are waiting for a reply at this letter with your final attendance confirmation. Also, please let us know if there will be other person attending the event as your invite.

Best wishes,

[insert the name of the sender]

[insert the contact details]