

Professional acceptance for corporate conference

Subject: Acceptance of Speaking Invitation - [Conference Name]

Dear [Conference Organizer Name/Committee],

I am writing to formally accept your invitation to serve as a guest speaker at [Conference Name] scheduled for [Date] in [Location]. I am honored by this opportunity and grateful for your confidence in my expertise.

I confirm my availability to present on [Topic/Session Title] during the [specific time slot/day] as outlined in your invitation. The topic aligns perfectly with my professional background in [relevant field], and I am excited to share insights with your attendees.

Please find attached my updated biography, headshot, and presentation outline for your marketing materials. I understand the session will run for [duration] including Q&A, and I will prepare accordingly to deliver maximum value to your audience.

I would appreciate receiving the final program schedule, venue details, and any technical requirements for my presentation setup. Additionally, please confirm the travel and accommodation arrangements we discussed.

Thank you again for this opportunity. I look forward to contributing to what promises to be an exceptional event and connecting with fellow professionals in our industry.

Best regards,

[Your Name]

[Your Title]

[Contact Information]

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