

Quick acceptance for urgent speaking request

Subject: URGENT - Accepting Last-Minute Speaking Opportunity

Dear [Organizer Name],

I just received your message about the speaking opportunity at [Conference Name] and wanted to respond immediately - YES, I can step in as your keynote speaker!

I understand this is short notice due to [reason for last-minute change], and I'm honored you thought of me for this important role. I can clear my schedule for [date] and am ready to deliver a compelling presentation on [topic].

Given the tight timeline, here's what I can provide within 24 hours:

- Updated bio and professional headshot
- Presentation outline and key takeaways
- Technical requirements list
- Travel preference (I can arrange my own if needed)

I have extensive experience with [relevant topic] and can adapt my content to match your audience's needs perfectly. My presentation will include practical insights and actionable strategies that align with your conference theme.

Please send me the venue details, expected audience size, and any specific messaging you'd like me to emphasize. I'm ready to make this happen and ensure your attendees have an exceptional experience.

Quick response appreciated so we can finalize details!

Best regards,

[Your Name]

[Phone Number for Immediate Contact]

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