

Professional confirmation for corporate speaking engagement

Subject: Confirmation of Speaking Engagement at [Company Event Name]

Dear [Speaker Name],

We are pleased to confirm your role as a guest speaker at our upcoming seminar on [Date] at [Venue]. Your session on [Topic] has been eagerly anticipated by our team and attendees.

Please review the attached schedule and let us know if there are any special requirements. We appreciate your participation and look forward to a successful event.

Best regards,

[Organizer Name]

[Company Name]

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