

Letter to Confirm a Speaker's Attendance to a Convention

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

As you know that your name has been announced as our sole guest speaker at the National Conference on Industrial Developments 2016, the air of excitement is all around the university campus. You have a speaking time of 15 minutes on the main stage and then in the workshop too. Both the sessions will follow the same theme. The workshop will have an interactive session with an FAQ session at the end. The event plan has been enclosed along with this letter.

Your plane tickets have been confirmed and will be sent over in a day. Moreover all the expenses you will incur during your travel will be reimbursed. Your stay here has been planned in the (Hotel's name) and the driver will pick you up in morning and drop you at your destination in the evening as well. An amount of \$4000 will also be given to you as an honorarium.

You can contact Mr. Daniel Lewis (contact details) for any other queries. We will be looking forward to see you at the event.

Thank you very much.

Yours Sincerely,

[Your Name]