Sample Confirmation Letter

Date

Name
Address
City, State Zip

Dear Name,

Thank you for agreeing to speak at the (Your Chapter Name) (Your Chapter Event) on (Date of Event). The event will be held at the (Location of Event) and will begin with (Describe Event's Opening).

A crowd of (###) is expected to attend. The program will consist of (Describe Another Detail About Event) and your presentation, allowing time for some questions and answers. The event should conclude by no later than (time).

Don't hesitate to contact me at (Your Preferred Phone Number) if you have any questions prior to the event. On behalf of the (Your Chapter Name) I would like to once again thank you for agreeing to join us for this very special event.

Sincerely,

Your Name
Chapter Coordinator

Cc: Nebraska Alumni Association