**Sample Speaker Confirmation Letter**



(Date)

(Name)

(Address)

(City, State, Zip)

Dear (*Name*),

We wish to thank you for accepting our invitation to speak at our workshop. The following are the program details:

 Title of workshop:

 Site of workshop:

 Date(s) of workshop:

 Title of your presentation:

 Time of your presentation: From: To:

It will be necessary for us to request prior approval for continuing education hours – we would appreciate your cooperation in supplying the following information:

Your title:

Designated credentials:

Your employer:

Session Objectives:

In a brief sentence, please give the subject matter that will be covered in your talk:

Please check any audio/visual equipment needed:

|  |  |
| --- | --- |
| [ ]  slide projector[ ]  overhead projector[ ]  screen[ ]  flip chart/markers | [ ]  television[ ]  VCR[ ]  DVD player[ ]  Other: |

[ ]  **Handouts** – please send a sample with instructions at least 2 weeks prior to the event if you wish copies to be made.

If there is a charge for your talk, please send an estimate. We appreciate your participating in our workshop and we look forward to meeting you.

Sincerely,

(Your Name)

(State) Association of Nutrition & Foodservice Professionals Program Chair