

Faculty Confirmation Letter Example

[INSERT DATE]

[INSERT FIRST AND LAST NAMES]

[INSERT COMPANY]

[INSERT ADDRESS]

[INSERT CITY, STATE ZIP]

Dear [INSERT FIRST NAME]:

Thank you for agreeing to present at the [INSERT NAME OF EVENT] to be held at the [INSERT NAME AND LOCATION OF FACILITY]. Your presentation titled [INSERT NAME OF PRESENTATION] is scheduled for [INSERT TIME OF PRESENTATION] on [DATE OF PRESENTATION].

Enclosed is a Presenter's Agreement. Please complete and return it by [INSERT RETURN DEADLINE]. The Presenter's Agreement provides pertinent information needed to apply for continuing education credit and prepare promotional materials.

If you have any questions, please contact me at [INSERT PHONE NUMBER AND/OR E-MAIL ADDRESS].

Sincerely,

[INSERT HOSTING ORGANIZATION REPRESENTATIVE FIRST AND LAST NAMES]

Enclosures