

**Date:** [Insert Date]

**To:** [Conference Organizer's Name]  
[Conference Name]  
[Organizer's Address or Email]

Dear [Organizer's Name],

I am honored to formally accept your invitation to serve as the keynote speaker at the upcoming **[Conference Name]**, scheduled for **[Event Date]** at **[Venue/Location]**. I appreciate the opportunity to contribute to this distinguished event and look forward to engaging with fellow professionals, attendees, and peers during the conference.

Please find below the schedule details for my keynote presentation as discussed and confirmed:

- **Date:** [Presentation Date]
- **Time:** [Presentation Start Time] – [End Time]
- **Venue:** [Venue/Room Name]
- **Keynote Topic(s):** [List Main Topic(s) or Session Title]
- **Q&A Session:** [Duration, if applicable]
- **Other Engagements:** [Meet & Greet, Panel, or Networking Events, if any]

Should you require any further information, preparatory material, or have additional requests regarding logistics, technical requirements, or session coordination, please do not hesitate to let me know. I am eager to ensure a smooth and impactful session for all participants.

Thank you again for this prestigious opportunity. I look forward to a successful and memorable conference.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Institution/Organization]  
[Contact Information]