

SAMPLE CONFIRMATION LETTER/EMAIL TO SPEAKER

DATE

Mr. Panel Speaker
Attorney at Law
123 W. Main St.
Portland, OR 97212

RE: Panel Presentation - Title of program
Date of presentation
12:00 - 1:00 pm, Classroom#

Dear Mr. Speaker:

Thank you for agreeing to speak to Lewis & Clark law students on (date) about (subject).

(Describe the topic you want the speaker to address and any particular issues you want him/her to cover. You can also include a list of questions, if you plan to ask specific questions and have a moderated discussion. Describe who the audience is likely to be - first year? Second year?)

Directions and a map to the law school campus can be found online through the Law School website:
http://law.lclark.edu/dept/lawadmss/visit_campus.html.

(Tell the speaker where you will meet them when they arrive on campus.)

(If applicable) We plan to podcast or video cast this program. This will allow evening students to access the program information even though they are not able to attend in person. Please let me know if you have any objections - if not, I'll have a release form for you to sign before we begin the panel.

Thank you again for your willingness to speak to students. I look forward to seeing you on (date).

Sincerely,

Your name
Your title/student group
Your phone number and email