

VIP Guest Visit Timetable

Dear [Recipient's Name],

We are pleased to inform you about the schedule for the visit of our VIP guest, [Guest's Name], on [Date]. Please find the timetable below:

Time	Activity	Location
10:00 AM	Welcome Reception	Main Lobby
10:30 AM	Meeting with Executive Team	Conference Room A
12:00 PM	Lunch	Dining Hall
1:30 PM	Facility Tour	Main Building
3:00 PM	Q&A Session	Auditorium
4:30 PM	Farewell	Main Lobby

Please let us know if you have any questions or require further assistance.

Best regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]