

Confirmation of Engagement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the [Name of Literary Festival] scheduled to take place on [Date(s)] at [Venue/Location]. We are excited to have you as a featured [speaking/performing] guest.

Your session titled "[Title of Session]" is scheduled for [Time]. Please arrive at least [X minutes] early for soundcheck and other preparations.

We will provide [details about accommodation, travel arrangements, or any stipends]. Feel free to reach out if you have any special requirements or questions regarding your participation.

Thank you for joining us in celebrating literature and creativity. We look forward to your engaging presence at the festival!

Best Regards,

[Your Name]

[Your Position]

[Organization/Festival Name]

[Contact Information]