

Confirmation of Guest Author Appearance

Date: [Insert Date]

Dear [Author's Name],

We are pleased to confirm your participation as a guest author at our upcoming event, [Event Name], scheduled for [Event Date] at [Event Location]. Your contribution will greatly enrich our program.

Please find below the details of your engagement:

- **Event Title:** [Event Title]
- **Date and Time:** [Event Date and Time]
- **Venue:** [Event Location]
- **Duration:** [Duration of Appearance]

If you require any specific arrangements or have any questions, please do not hesitate to reach out.

We look forward to welcoming you!

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]