

# Itinerary Confirmation for [Guest Author's Name]

Dear [Guest Author's Name],

We are excited to confirm your itinerary for your upcoming visit to [Event/Location Name]. Below are the details:

## Your Itinerary

- **Date of Arrival:** [Arrival Date] at [Arrival Time]
- **Location:** [Arrival Location]
- **Hotel Check-in:** [Hotel Name, Address]
- **Event Date:** [Event Date] at [Event Location]
- **Departure Date:** [Departure Date] at [Departure Time]

## Additional Information

We have arranged transportation from the airport to your hotel and from your hotel to the event venue.

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

We look forward to welcoming you!

Sincerely,

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