

# Guest Author Visit Approval

Date: [Insert Date]

To: [Author's Name]

[Author's Address]

Dear [Author's Name],

We are pleased to inform you that your request for a guest author visit to [School/Organization Name] has been approved. We believe that your presence will greatly enrich our [students'/audience's] experience and inspire a love for literature.

Details of the visit are as follows:

- **Date:** [Insert Date of Visit]
- **Time:** [Insert Start and End Time]
- **Location:** [Insert Venue/Room]
- **Audience:** [Insert Audience Type/Grade Level]

Please confirm your attendance by [Insert Confirmation Deadline]. Should you have any specific requirements or topics you would like to discuss during the visit, do not hesitate to let us know.

Thank you for accepting our invitation. We look forward to welcoming you to [School/Organization Name].

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]