

Guest Author Visit Confirmation

Dear [Author's Name],

We are excited to confirm your visit as a guest author at [Event/Location] on [Date]. Below are the details of your visit:

Event Details

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Audience:** [Target Audience]

Agenda

1. [Activity 1]
2. [Activity 2]
3. [Q&A Session]

Travel and Accommodation

We will be covering your travel and accommodation expenses. Please provide us with your travel preferences and any special requirements you may have.

Contact Information

If you have any questions or require further assistance, please feel free to contact us at [Contact Information].

We look forward to your visit and an engaging event!

Best regards,

[Your Name]
[Your Position]
[Organization Name]