

# Library Guest Speaker Series

Dear [Guest Speaker's Name],

We are excited to confirm your participation in our upcoming Guest Speaker Series at the [Library Name]. Below are the scheduling details for your session:

## Event Details

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Meeting Room/Library Address]
- **Duration:** [Duration of the Talk]

## Agenda

Please find the agenda for the day below:

1. Welcome and Introduction
2. [Guest Speaker's Talk]
3. Q&A Session
4. Closing Remarks

Should you need any further assistance or have any questions regarding your visit, please feel free to reach out to us at [Library Contact Information].

Thank you for joining us, and we look forward to your presentation!

Sincerely,

[Your Name]

[Your Title]

[Library Name]

[Contact Information]