

# Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for registering to attend the local author session at [Library Name]. We are pleased to confirm your attendance on [Event Date] at [Event Time].

Location: [Library Address]

Please arrive 15 minutes early to secure your spot and enjoy refreshments provided by the library. If you have any questions, feel free to contact us at [Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Library Name]