

# Dear [Library Name] Community,

We are excited to announce a special session featuring local author [Author's Name] at the [Library Name]. Below is the schedule for the event:

## Program Schedule

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Library Room/Area]

## Event Agenda:

1. [Time] - Welcome and Introduction
2. [Time] - Author Reading
3. [Time] - Q&A Session
4. [Time] - Book Signing

Join us for an engaging afternoon as [Author's Name] shares insights into their writing process and discusses their latest book, [Book Title].

We look forward to seeing you there!

Sincerely,  
[Your Name]  
[Your Position]  
[Library Name]