

# Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the Academic Library Orientation scheduled for [Insert Date and Time]. The orientation will be held at [Insert Location].

During the orientation, you will learn about library resources, services, and how to make the most of our facilities. This will also be an excellent opportunity to ask any questions you may have.

Please arrive 10 minutes early to allow for check-in. If you have any questions or need to reschedule, do not hesitate to contact us at [Insert Contact Information].

We look forward to seeing you soon!

Best regards,

[Your Name]

[Your Position]

[Library Name]

[Library Contact Information]