

Guest Appearance Confirmation

Date: [Date]

From: [Your Name]

To: [Guest's Name]

Subject: Confirmation of Guest Appearance

Dear [Guest's Name],

We are delighted to confirm your appearance on our TV show, [Show Name]. The recording is scheduled for [Date and Time] at [Location]. We are looking forward to having you on the show to discuss [Topics/Theme].

Please let us know if you have any specific requirements or topics you would like to cover during the episode. Should you have any questions, feel free to reach out.

Thank you for being a part of our program, and we can't wait to see you!

Best wishes,

[Your Name]

[Your Position]

[Production Company Name]

[Contact Information]