

Notification of Guest Participation

Dear [Guest's Name],

We are thrilled to inform you that you have been selected as a guest on our upcoming television show, **[Show Name]**. Your participation is scheduled for **[Date]** at **[Time]**, at our studio located at **[Studio Address]**.

Please arrive at least 30 minutes prior to your scheduled time for a brief orientation. Our team is excited to have you on board and looks forward to an engaging discussion centered around **[Topic/Theme]**.

If you have any questions or special requests, please do not hesitate to reach out to us at **[Contact Information]**.

Thank you, and we can't wait to see you!

Best regards,

[Your Name]

[Your Position]

[Production Company Name]

[Contact Information]