

Official Confirmation of Guest Appearance

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[TV Show Name]
[Network Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your guest appearance on [TV Show Name] scheduled for [Date] at [Time]. Your participation will contribute greatly to our show's theme on [topic or theme of the episode].

Please arrive at [Location] at least [X minutes/hours] prior to the start time to allow for setup and briefing. We have prepared [details on any arrangements, e.g., transportation, meals].

Should you require any further information or assistance, feel free to contact us at [Your Contact Information].

We look forward to having you on the show!

Sincerely,

[Your Name]
[Your Title]
[Your Organization]