

Author Appearance Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am pleased to confirm my appearance at the [Event Name] scheduled for [Event Date] at [Event Location]. I am excited to participate and support the important cause of [Charity Cause].

Please let me know if there are any specific details or arrangements you would like to discuss prior to the event. I look forward to making a meaningful contribution.

Thank you for the opportunity, and see you soon!

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website or Social Media Links]