

Author Appearance Confirmation

Dear [Author's Name],

We are excited to confirm your appearance at our community reading event on [Date] at [Location]. We anticipate a wonderful turnout and are thrilled to have you join us to share your insights and engage with our community.

Details of the event are as follows:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Address]
- **Participants:** [Expected Audience Size or Other Authors]

Please feel free to reach out if you need any additional information or have specific requirements for your presentation. We look forward to a memorable event!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]