

Author Appearance Confirmation

Date: [Insert Date]

Dear [Author's Name],

We are thrilled to confirm your participation in the [Name of Literary Festival], scheduled to take place on [Dates of Festival] at [Location]. We have reviewed your availability and are excited to welcome you as a featured author.

Your scheduled appearance will include:

- A panel discussion on [Discussion Topic] on [Date & Time]
- A book signing session on [Date & Time]

Please confirm your acceptance of this invitation by [RSVP Deadline]. You can reply to this email or reach us at [Contact Information].

We look forward to your presence at the festival and the insights you will share with our audience.

Warm regards,

[Your Name]

[Your Title]

[Festival Organization Name]

[Contact Information]