

Author Appearance Confirmation

Date: [Insert Date]

Dear [Author's Name],

We are pleased to confirm your participation in the panel discussion titled "[Panel Discussion Title]" scheduled for [Date] at [Location]. The event will start at [Time] and is expected to run for [Duration].

As a valued panelist, we appreciate your insights and contributions to our discussion. The topics we plan to cover include [Brief Overview of Topics].

Please let us know if you have any specific requirements or if there is anything you would like us to prepare in advance.

Thank you once again for agreeing to participate. We look forward to an engaging discussion!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]