

Author Appearance Confirmation

Date: [Insert Date]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [School Contact Name],

I am pleased to confirm my appearance at [School Name] on [Date of Visit] for [Event/Program Details]. I am excited to engage with the students and share insights about my work.

As discussed, the schedule will include the following:

- [Time and Activity 1]
- [Time and Activity 2]
- [Time and Activity 3]

Please let me know if there are any specific requirements or materials I should prepare for my visit. I look forward to the opportunity to inspire and connect with your students!

Thank you for inviting me to your school.

Sincerely,

[Your Name]

[Your Contact Information]