

Author Appearance Confirmation

Date: [Insert Date]

To: [Workshop Coordinator's Name]

[Workshop Organization's Name]

[Workshop Organization's Address]

Dear [Workshop Coordinator's Name],

I am writing to confirm my appearance at the [Name of the Workshop] scheduled for [Date(s) of the Workshop] at [Location]. I am looking forward to engaging with fellow writers and participants during the event.

As per our discussions, I will be available for the following sessions:

- [Session 1: Title and Time]
- [Session 2: Title and Time]
- [Q&A Session: Title and Time]

Please let me know if there are any specific topics or themes you would like me to address during my appearances. I am eager to contribute to the success of the workshop.

Thank you for this opportunity. I look forward to seeing you and the participants.

Sincerely,

[Your Name]

[Your Contact Information]