

Author Signing Session Details

Dear [Author's Name],

We are excited to confirm your upcoming author signing session. Below are the details:

Event Information

- **Date:** [Insert Date]
- **Time:** [Insert Start and End Time]
- **Location:** [Insert Venue Name & Address]
- **Contact Person:** [Insert Contact Name & Phone Number]

Additional Details

Please arrive at least 30 minutes early to set up your table and allow time for soundchecks if necessary.

We will provide:

- Table and chairs
- Water and light refreshments
- Promotion materials

If you have any special requests or need further assistance, please let us know.

Looking forward to a successful event!

Best regards,
[Your Name]
[Your Title]
[Organization Name]
[Contact Information]