

Author Journey Arrangements Affirmation

Date: [Insert Date]

To: [Author's Name]

Address: [Author's Address]

Dear [Author's Name],

This letter serves to affirm your participation in the upcoming author journey arrangements as discussed. We have planned the following details:

- **Departure Date:** [Insert Departure Date]
- **Destination:** [Insert Destination]
- **Duration:** [Insert Duration]
- **Accommodations:** [Insert Accommodation Details]

Please confirm your acceptance of these arrangements by [Insert Confirmation Deadline]. If you have any questions or require further adjustments, feel free to reach out.

Looking forward to embarking on this journey together!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]