SAMPLE LETTER OF CONFIRMATION

Name
Address
Phone Number

LETTER OF CONFIRMATION

This letter confirms a performance by AUTHOR NAME at the LIBRARY NAME, and also serves as an agreement between AUTHOR NAME and the LIBRARY. NAME.

Author: ____________________________
Event: ____________________________
Date: ____________________________
Time: ____________________________
Fee: ____________________________

______________________________    ______________________
Library Representative (signature)    Date

______________________________    ______________________
Author/Performer                   Date

Please sign one copy and return it in the enclosed envelope. Thank you.