

Fry Publications, LLC



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RE: Author's Visit

Dear [name of host],

Thank you so much for inviting me to do an Author Visit at [name of school/organization] on [date of visit]. I can't wait to meet your students and your staff.

I'm enclosing the following as part of my Author Visit Packet to share with your principal and your teachers. Please feel free to reproduce anything you find useful.

- An invoice for my visit
- A Book Order Form
- A flyer to share with students and staff
- An author visit contract that includes a schedule of the day

My fee for this visit is \$ _____ and it is due the day that I will be at your school. I have enclosed a copy of my invoice for your convenience.

It is helpful if students are given the opportunity to purchase my books in advance. I have included a Book Order Form. Please have these forms and money collected and the totals sent to me by [date]. I am always thrilled to sign books the day of the event.

The Author Visit Contract includes what I will need in order to share my presentation with students. I will bring my own laptop, but will need access to a projector and screen. Please share the schedule with your staff.

As a former teacher, I know the time and energy that is involved with organization an author event. I am grateful to you and your staff for having me visit and I will do my best to ensure it is a productive and engaging day.

Looking forward to meeting you and visiting your school!

Sincerely,

Erin Fry

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