

Media Consultation Details Confirmation

Dear [Recipient's Name],

We would like to confirm the details of our upcoming media consultation scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform] and is expected to last approximately [Duration].

Agenda:

- Introduction and Objectives
- Discussion Topics
- Q&A Session
- Next Steps

Please let us know if you have any specific topics you would like to address during our consultation.

We look forward to your insights and appreciate your participation.

Best regards,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]