

Media Briefing Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Email: [Recipient's Email]

Dear [Recipient's Name],

We are pleased to confirm your attendance at our upcoming corporate media briefing scheduled for [Date] at [Time]. The event will take place at [Location].

During this briefing, we will share important updates regarding [Topics to be Covered]. This event will be an excellent opportunity for you to engage with our executive team and gain insights into our future strategies.

Please let us know if you have any dietary restrictions or specific topics you would like us to address during the briefing.

We look forward to your presence and an engaging discussion.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]