

# Confirmation of Stakeholder Engagement Meeting

Dear [Stakeholder's Name],

We are pleased to confirm your participation in the upcoming Stakeholder Engagement Meeting scheduled for [Date] at [Time]. The meeting will be held at [Location/Virtual Link].

Agenda:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please feel free to reach out if you have any questions or require further information.

Thank you for your commitment, and we look forward to your valuable input.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]