

Confirmation of Attendance

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Market Expansion Strategy Meeting scheduled for [Date] at [Time]. The meeting will take place at [Location].

During this meeting, we will discuss key strategies for our market expansion plan and explore potential opportunities. Your insights and expertise will be invaluable to our discussions.

Please let us know if you have any dietary restrictions or require any specific accommodations.

Looking forward to your contributions and insights.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]