

Confirmation of Strategic Planning Consultation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the scheduling of our strategic planning consultation session.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]/[Virtual Meeting Link]

This session will provide an opportunity to discuss our objectives and outline the strategic direction for our association. Please come prepared with any materials or insights you would like to share.

If you have any questions or need to discuss further, please feel free to reach out.

Thank you, and we look forward to our meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]