

# Confirmation of Emergency Preparedness Committee Meeting

Dear [Recipient's Name],

We are writing to confirm your attendance at the upcoming Emergency Preparedness Committee meeting scheduled for:

**Date:** [Date]

**Time:** [Time]

**Location:** [Location]

During this meeting, we will discuss the following agenda items:

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

Please let us know if you are able to attend. We look forward to your valuable input.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]