

# Confirmation of Project Agenda

Dear [Client's Name],

We are pleased to confirm the agenda for our upcoming project meeting scheduled for [Date] at [Time]. Below is the outline of the agenda:

## Project Agenda

- Welcome and Introductions
- Project Overview
- Discussion of Key Milestones
- Roles and Responsibilities
- Open Floor for Questions
- Next Steps and Action Items

If you have any additional topics you would like to discuss or if there are any changes to the agenda, please let us know by [Date]. We look forward to your valuable insights and a productive meeting.

Thank you,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]