

Dear [Recipient's Name],

We are pleased to confirm our upcoming meeting regarding the tech investment collaboration. Below are the details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Platform for Virtual Meeting]

We look forward to discussing our potential collaboration and exploring mutual opportunities in the technology sector.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]