

Confirmation of Regional Sales Discussion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming regional sales discussion scheduled for [Insert Date] at [Insert Time]. The meeting will take place at [Insert Venue/Location].

The agenda will include:

- Sales performance review
- Strategies for the upcoming quarter
- Open discussion and feedback

Please feel free to prepare any materials you would like to present during the discussion. We value your insights and contributions.

We look forward to a productive meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]