

Meeting Confirmation

Dear [Client's Name],

We are pleased to confirm our upcoming meeting as follows:

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Location:** [Meeting Location]

Attendees:

- [Your Name] - [Your Job Title]
- [Colleague's Name] - [Colleague's Job Title]
- [Client's Name] - [Client's Job Title]
- [Other Attendee's Name] - [Other Attendee's Job Title]

If you have any topics you would like to discuss, please let us know in advance.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]