

Meeting Confirmation

Dear [Client's Name],

We would like to confirm our upcoming meeting scheduled for:

Date: [Date]

Time: [Time]

Location: [Meeting Location]

For your convenience, here are some instructions to reach the meeting location:

- If you are coming by car, the nearest parking facility is located at [Parking Location].
- The meeting room is on the [Floor/Room Number].
- Public transport options include [Public Transport Options].

Please let us know if you have any questions or require further assistance.

Looking forward to our meeting!

Best regards,
[Your Name]
[Your Position]
[Your Company]