

Dear [Client's Name],

We hope this message finds you well. We are writing to confirm our upcoming recurring meeting scheduled as follows:

- **Meeting Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** [Insert Duration]
- **Location:** [Insert Location or Virtual Link]

Please let us know if you have any topics you would like to discuss during our meeting.

Looking forward to our continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]