

Dear [Client's Name],

We are pleased to confirm our upcoming meeting scheduled for:

Date: [Date]

Time: [Time] [Time Zone] (Please note the timezone difference if applicable)

Duration: [Duration]

The meeting will take place via [Platform/Location].

Please let us know if you have any topics you would like to discuss or if there are any changes needed regarding the timing.

Looking forward to our meeting!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]