

# Attendance Confirmation for Healthcare Strategic Planning Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Attendance Confirmation for Healthcare Strategic Planning Meeting

Dear [Recipient's Name],

I am writing to confirm my attendance at the Healthcare Strategic Planning Meeting scheduled for [insert date and time] at [insert location]. I appreciate the opportunity to participate in this important discussion and contribute to our strategic initiatives.

Please let me know if there are any materials or information you would like me to review prior to the meeting.

Thank you, and I look forward to our meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]