

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your proposal regarding a meeting to discuss [briefly state the purpose]. I would like to acknowledge your request and confirm that we are keen to meet on [insert proposed date and time].

We believe this discussion will be valuable and look forward to exploring [mention any specific topics to be discussed].

Please let me know if the proposed timing works for you, or if there are any adjustments needed.

Thank you once again, and I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]