

Dear [Recipient's Name],

I am writing to confirm my attendance at the upcoming meeting scheduled for [Date] at [Time]. I appreciate the opportunity to participate and look forward to discussing [Agenda/Topics].

Please let me know if there are any materials I should review prior to the meeting.

Thank you, and I look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]