

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm my participation in the meeting scheduled for [date] at [time]. I appreciate the opportunity to be part of this discussion and look forward to contributing.

Thank you for the invitation. Please let me know if there are any specific topics you would like me to prepare for.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]