

Affirmation of New Meeting Arrangements

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm and affirm our new meeting arrangements as discussed. We have scheduled the meeting to take place on [Insert Date] at [Insert Time]. The location will be [Insert Location] or via [Insert Virtual Platform].

Please let me know if you require any further information or if there are any changes to be made to this arrangement. I look forward to our discussion and am eager to collaborate further.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]