

Meeting Confirmation / Confirmation de reunion

Dear [Client's Name],

We are pleased to confirm your meeting with us on [Date] at [Time]. The meeting will take place at [Location].

Nous avons le plaisir de confirmer votre reunion avec nous le [Date] a [Heure]. La reunion se deroulera a [Emplacement].

Please let us know if you have any specific topics you would like to discuss.

Veillez nous faire savoir si vous avez des sujets specifiques que vous souhaitez aborder.

Thank you,

Merci,

[Your Name]

[Your Position]

[Your Company]