

Payment Meeting Confirmation

Dear [Recipient's Name],

We are writing to confirm our meeting scheduled to discuss the payment details for [specific project or service].

Date: [Date]

Time: [Time]

Location: [Location or specify if it will be a virtual meeting]

We look forward to your confirmation and to discussing this matter further.

Thank you,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]