

Confirmation of Our Upcoming Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Upcoming Meeting

Dear [Recipient's Name],

I am writing to confirm our upcoming meeting scheduled for [Date] at [Time]. We will meet at [Location/Platform].

The agenda for our meeting will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please let me know if you have any additional topics you would like to discuss.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]