

# Official Confirmation of Client Meeting

**From:** [Your Name]  
**Title:** [Your Title]  
**Company:** [Your Company]  
**Date:** [Current Date]  
**Email:** [Your Email]  
**Phone:** [Your Phone]

**To:** [Client Name]  
**Company:** [Client Company]  
**Email:** [Client Email]

Dear [Client Name],

We are pleased to confirm our meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform]. The agenda will include [brief agenda points].

Please feel free to reach out if you have any questions or need further assistance prior to our meeting.

Looking forward to our discussion.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]