

Meeting Confirmation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

This letter is to confirm our upcoming meeting to discuss the industry benchmarks and performance metrics.

Date: [Insert Meeting Date]

Time: [Insert Meeting Time]

Location: [Insert Meeting Location or specify if it's a virtual meeting]

We look forward to discussing the benchmarks and how our organizations can align for optimal performance in our industry. Please feel free to reach out if you have any questions or would like to add any topics to the agenda.

Thank you and looking forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]