

Scheduled Meeting Confirmation

Dear **[Recipient's Name]**,

This is to confirm our scheduled meeting for consultation on **[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.

Thank you, and I look forward to our meeting.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]