

Subject: Follow-Up on Executive Team Meeting Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the upcoming executive team meeting scheduled for [Date] at [Time].

We would like to ensure that all members of the team are able to attend and confirm their availability. Please let us know if you require any additional information or if there have been any changes to your schedule.

Your participation is invaluable, and we look forward to your confirmation.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]