

# **Subject: Acknowledgement of Phone Meeting Arrangement**

Dear [Recipient's Name],

Thank you for arranging the phone meeting scheduled for [Date] at [Time]. I appreciate your efforts in coordinating our discussion.

Looking forward to speaking with you and discussing [briefly mention the topics]. Please let me know if there are any changes to the schedule.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]