

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge receipt of your invitation for a diplomatic meeting scheduled on [Date of Meeting] at [Time]. We appreciate the opportunity to engage in discussions that are vital for our ongoing diplomatic relations.

We look forward to meeting with you and your esteemed colleagues to explore opportunities for collaboration and to discuss important matters pertaining to our bilateral relations.

Thank you for your attention, and I would kindly request confirmation of the meeting details at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]