

Confirmation of Meeting

Dear [Recipient's Name],

We are pleased to confirm your scheduled diplomatic meeting on [Date] at [Time]. The meeting will take place at [Location].

Please find below the details of the meeting:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Participants:** [List of Participants]

Should you have any questions or require further information, please do not hesitate to contact us.

We look forward to your visit.

Sincerely,

[Your Name]

[Your Position]

[Embassy/Organization Name]

[Contact Information]