

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussion regarding the upcoming diplomatic meeting scheduled on [Date of Meeting]. I would like to confirm the details and ensure everything is in order.

Details of the meeting:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Agenda:** [Agenda]

Should there be any changes or additional information needed, please do not hesitate to reach out. I look forward to your confirmation and a productive meeting.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]