

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the editorial meeting scheduled for [Date]. We had discussed the agenda, and I wanted to confirm that everything is still on track.

Please let me know if you need any additional information from my side or if there are any changes to the meeting details. I look forward to our discussion and appreciate your confirmation.

Thank you!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]