

Confirmation of Participation

Dear [Participant's Name],

Thank you for confirming your participation in the upcoming editorial meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

Please find the agenda attached for your reference. We look forward to your valuable contributions and insights during the discussion.

If you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]