

Follow-Up Meeting Verification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm our follow-up meeting scheduled for [Date] at [Time]. We will meet at [Location/Platform] to discuss [Brief Purpose of the Meeting].

Please let me know if you are still available at this time or if there are any changes that need to be made.

Thank you, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]