

Dear [Recipient's Name],

I hope this message finds you well. This is to confirm our upcoming monthly meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

Please find the agenda for the meeting attached for your reference:

- Item 1
- Item 2
- Item 3

Should you have any questions or if you are unable to attend, please let me know at your earliest convenience.

Thank you for your attention, and I look forward to our meeting.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]