

Confirmation of Structural Design Meeting

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Structural Design Meeting

Dear [Recipient's Name],

We are pleased to confirm our meeting regarding the structural design project. The details are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Participants:** [List Participants]

The agenda will include:

- Review of design specifications
- Discussion of project timelines
- Addressing any potential challenges

Please confirm your availability for the meeting.

Thank you, and I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]