

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of our upcoming executive meeting scheduled on [Date] at [Time]. The agenda for the meeting will include [Briefly outline agenda topics].

It would be greatly appreciated if you could confirm your attendance at your earliest convenience. Should there be any changes or additional topics you wish to discuss, please feel free to let me know.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]