

Dear [Name],

Thank you for the invitation to attend the upcoming executive meeting scheduled on [Date] at [Time]. I appreciate the opportunity to engage with the team and discuss important matters.

I would like to confirm my attendance and look forward to contributing to the discussions. If there are any specific topics or materials to prepare in advance, please let me know.

Thank you once again for including me. I look forward to a productive meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]