

Confirmation of Advisory Meeting

Dear [Advisory Board Member's Name],

We are pleased to confirm your attendance at the upcoming advisory meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda: [Briefly outline the agenda]

Your insights and expertise are invaluable to us, and we look forward to a productive discussion.

Please let us know if you have any questions or require further information.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]