

# Confirmation of Meeting

Date: [Insert Date]

To: [Reseller's Name]

Company: [Reseller's Company Name]

Address: [Reseller's Address]

Dear [Reseller's Name],

We are writing to confirm our upcoming meeting to discuss the recent conflict related to our reseller agreement. The details of the meeting are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or specify if it will be a virtual meeting]
- **Duration:** Approximately [Insert Duration]

The purpose of this meeting is to address the issues and work towards a resolution that benefits both parties. We appreciate your cooperation and commitment to this process.

Please let us know if you have any specific topics you would like to discuss or if there are any changes to the scheduled time. We look forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]