

# Confirmation of Business Development Meeting

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to confirm our upcoming business development meeting scheduled for [Insert Date and Time]. The meeting will take place at [Insert Location/Platform for Virtual Meeting].

The agenda for our meeting will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please let me know if you have any additional topics you would like to discuss or if there are any changes to your availability.

Looking forward to our meeting.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]