## **Teleconference Confirmation Response**

Dear [Recipient's Name],

Thank you for scheduling the teleconference on [Date] at [Time]. I confirm my attendance and look forward to our discussion regarding [Topic/Agenda].

Please let me know if there are any specific materials you would like me to prepare or review in advance.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]