

# Meeting Journal Criteria Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Meeting Journal Criteria

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm that our recent meeting on [Insert Date] has met the necessary criteria for documentation in the meeting journal.

## Meeting Details:

- **Meeting Date:** [Insert Date]
- **Meeting Time:** [Insert Time]
- **Location:** [Insert Location]
- **Attendees:** [List of Attendees]

## Criteria Achieved:

- Clear agenda provided prior to the meeting.
- Timely distribution of meeting minutes.
- All action items documented and assigned.
- Follow-up plan established for outstanding items.

Please let me know if you need further clarification or additional information regarding the meeting documentation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]