

Sender's Name  
Sender's Position  
Company Name  
Company Address  
City, State, Zip  
Email Address  
Phone Number  
Date

Client's Name  
Client's Position  
Client's Company Name  
Client's Company Address  
City, State, Zip

Dear [Client's Name],

Thank you for your proposal regarding a meeting to discuss [specific topic]. I am pleased to inform you that we accept your proposal and look forward to our meeting.

Details of the meeting are as follows:

- **Date:** [Insert date]
- **Time:** [Insert time]
- **Location:** [Insert location]

Please let us know if you require any additional information or have any specific agenda items you would like to discuss during our meeting.

Looking forward to our discussion.

Best regards,  
[Sender's Name]  
[Sender's Position]  
[Company Name]