

Client Meeting Confirmation Request

Dear [Client's Name],

I hope this message finds you well. I would like to confirm our upcoming meeting scheduled for [Date] at [Time]. We will be meeting at [Location/Platform].

Please let me know if you are available at this time or if there are any adjustments you would like to make.

Looking forward to your confirmation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]