

Dear [Client's Name],

Thank you for confirming our meeting scheduled for [Date] at [Time]. I appreciate your prompt response.

We look forward to discussing [topics to be discussed] and any other matters you wish to address. Our meeting will take place at [Location/Platform for virtual meeting].

If you have any additional topics or questions you would like to cover, please feel free to let me know in advance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]