

Confirmation of Committee Meeting Agenda

Date: [Insert Date]

To: [Committee Member's Name]

Dear [Committee Member's Name],

This letter serves as a confirmation of the upcoming committee meeting scheduled for [Insert Date and Time]. The meeting will be held at [Insert Venue/Location].

Agenda:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]
4. [Add more items as necessary]

Please review the agenda and come prepared to discuss the items listed. If you have any additional topics you would like to include, feel free to let me know by [Insert Deadline].

Thank you, and I look forward to our meeting.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]