

Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the Annual General Meeting scheduled for [Date] at [Location]. The meeting will begin at [Time].

Please find the agenda attached for your reference. If you have any questions or require further information, do not hesitate to contact us.

Thank you for your participation. We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]