

Dear [Recipient's Name],

We are pleased to confirm your appointment for the upcoming networking event scheduled for [Date] at [Time]. The event will take place at [Location].

Agenda:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please let us know if you have any dietary restrictions or special accommodations needed. We look forward to seeing you!

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]