

Subject: Meeting Appointment Confirmation

Dear [Colleague's Name],

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

Agenda for the meeting includes:

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

Please let me know if you have any additional topics you would like to discuss.

Looking forward to our meeting!

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]