

# Meeting Confirmation

Dear [Client's Name],

We are pleased to confirm our upcoming engagement meeting scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location / Video Conference Link]

The agenda for the meeting will include:

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

Please let us know if you have any specific topics you would like to discuss.

Thank you, and we look forward to our meeting!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]