

Verification of Client Meeting Arrangement

Date: [Insert Date]

To: [Client Name]

From: [Your Name/Company Name]

Subject: Confirmation of Meeting

Dear [Client Name],

We are pleased to confirm the details of our upcoming meeting as follows:

Date: [Insert Meeting Date]

Time: [Insert Meeting Time]

Location: [Insert Meeting Location]

Agenda: [Brief Agenda of the Meeting]

Please let us know if you have any questions or if you need to reschedule. We look forward to meeting with you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]