

Meeting Schedule Agreement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Agreement on Meeting Schedule

Dear [Recipient Name],

We are writing to confirm the details of our upcoming meeting. Below are the agreed-upon schedule details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]
- **Agenda:** [Briefly outline the agenda]

Please let us know if you require any additional information or have any changes to propose.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]