

Confirmation of Planned Agenda

Dear [Recipient's Name],

We are writing to confirm the agenda for our upcoming meeting scheduled on [Date] at [Time].
Below is the planned agenda:

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

Please let us know if you have any additional items to discuss or if the schedule needs adjusting.

Looking forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Company]