

# Meeting Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Scheduled Meeting for Quarterly Review

Dear [Recipient's Name],

I would like to acknowledge the scheduling of our upcoming quarterly review meeting. Below are the details:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location:** [Insert Meeting Location] / [Insert Virtual Meeting Link]
- **Duration:** [Insert Duration]

Please let me know if you have any items you would like to discuss during this meeting. I look forward to our conversation and to reviewing our progress together.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]