

Policy Review Meeting Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of Policy Review Meeting

Dear [Recipient Name],

I hope this message finds you well. This is to confirm our upcoming Policy Review Meeting scheduled for [Insert Date and Time]. The meeting will take place at [Insert Location/Platform].

Agenda for the meeting includes:

- Review of current policies
- Discussion of proposed changes
- Feedback and suggestions from team members

Please prepare any relevant documents in advance and feel free to reach out if you have any questions.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]