

Supplier Presence Confirmation

Date: _____

To,

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

This letter serves to confirm your presence at our upcoming meeting scheduled for [Date] at [Time]. The meeting will take place at [Location]. We appreciate your participation and look forward to discussing [Agenda/Topics of Discussion].

Please let us know if you have any questions or require further information.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]