

Confirmation of Scheduled Meeting

Date: [Insert Date]

To: [Pharmaceutical Representative's Name]

Company: [Pharmaceutical Company's Name]

Address: [Pharmaceutical Company's Address]

Dear [Pharmaceutical Representative's Name],

We are pleased to confirm our meeting scheduled for [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location].

During this meeting, we will discuss [briefly outline agenda or topics of discussion].

Please feel free to let us know if you have any specific topics you would like to cover or if there are any changes to your availability.

We look forward to your visit and a productive meeting.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]