

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Curriculum Review Meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

During this meeting, we will discuss the following agenda items:

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

Please prepare any necessary materials or reports you wish to share with the team. If you have any questions or need further information, feel free to reach out.

Looking forward to your valuable input.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]