

Dear [Recipient's Name],

Thank you for your invitation to the upcoming business meeting scheduled for [date] at [time]. I would like to confirm my attendance and am looking forward to discussing [agenda/topics of discussion].

Please let me know if there are any materials or preparations you would like me to be aware of prior to the meeting.

Thank you once again, and I look forward to our discussions.

Sincerely,
[Your Name]
[Your Position]
[Your Company]