

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm our business discussion scheduled for [Insert Date] at [Insert Time]. We will meet at [Insert Location/Platform if virtual].

Please let me know if you have any questions or if there are any changes to the schedule. I look forward to our conversation.

Best regards,

[Your Name]