

Dear [Partner's Name],

We would like to acknowledge the scheduled meeting on [Date] at [Time]. The meeting will be held at [Location/Platform].

The agenda for our discussion includes:

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

Please feel free to suggest any additional topics you would like to discuss.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]