

Subject: Confirmation of Meeting Arrangement

Dear [Colleague's Name],

I hope this message finds you well. I am writing to confirm our meeting scheduled for [Date] at [Time]. We will be meeting at [Location/Platform].

As discussed, our agenda will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Additional Items]

Please let me know if there are any changes to your availability or if there's anything specific you would like to discuss.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]