

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept your invitation to participate in the business meeting scheduled for [Date] at [Time]. I appreciate the opportunity to discuss [specific topics or agenda items] with you and your team.

Please let me know if there are any materials or information you would like me to prepare in advance.

Thank you once again for the invitation. I look forward to our meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Company]