

## **Subject: Follow-Up on Project Kickoff Meeting Details**

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our recent discussion about the upcoming project kickoff meeting scheduled for [Date] at [Time].

As we aim to establish a clear understanding of the project goals and expectations, I would like to confirm the following details:

- Date: [Date]
- Time: [Time]
- Location: [Location/Virtual Link]
- Participants: [List of Participants]

Please let me know if there are any additional topics you would like to discuss during the meeting or if there are any changes to the agenda.

Thank you, and I look forward to our collaboration!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]