

Meeting Schedule Confirmation Receipt

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Meeting Scheduled

Dear [Recipient's Name],

Thank you for scheduling a meeting with us. This receipt confirms the details of your meeting:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location:** [Insert Meeting Location]
- **Agenda:** [Insert Meeting Agenda]

If you have any questions or need to reschedule, please feel free to contact me at [Your Contact Information].

Looking forward to our meeting.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]