Warm and personal letter confirming a meeting

Subject: Confirmation of Our Meeting

Dear [Recipient Name],

I am pleased to confirm our appointment on [Date] at [Time]. I look forward to our discussion regarding [Topic] and am eager to collaborate further.

Thank you for taking the time to meet with me. Your presence is greatly valued.

Warm regards,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/appointment-confirmation-letter