

Professional confirmation of an appointment

Subject: Acceptance of Appointment on [Date]

Dear [Recipient Name],

I am pleased to confirm my attendance at the meeting scheduled for [Date] at [Time]. Thank you for inviting me.

I look forward to our discussion and am confident it will be productive. Please let me know if there are any materials I should review beforehand.

Sincerely,

[Your Name]

[Title / Company]

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