

Meeting confirmation message

Subject: Confirmation of Scheduled Meeting

Dear [Recipient Name],

This email is to confirm our meeting scheduled on [Date] at [Time] in [Location/Platform]. The purpose of the meeting is to discuss [agenda or subject].

Please ensure that all necessary documents and reports are prepared ahead of time. Should you need to reschedule, kindly inform us at least 24 hours in advance.

Looking forward to a productive discussion.

Best regards,

[Your Name]

[Job Title]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/company-confirmation-letter>