Meeting Confirmation Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP]

Dear [Recipient's Name],

I am writing to confirm our upcoming meeting scheduled for [Date] at [Time] in [Location]. Our agenda will include [Brief Description of Meeting Agenda].

Please let me know if there are any changes or if you need to reschedule the meeting. I look forward to our productive discussion.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time, and I anticipate a fruitful meeting.

Best regards,

[Your Name]