Meeting Acceptance Letter

Dear [recipient name],

I have received the meeting request that you sent on [some date]. Iâ€™m interested to meet with you and learn more about your offerings; however, I prefer if we meet on [new date] instead of [old date] since Iâ€™m already engaged on that day.

Please confirm if that is that is convenient to you. Looking forward to meeting you.

Best Regards

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