

Provisional meeting acceptance letter

Subject: Tentative Confirmation for Meeting on [Date]

Dear [Recipient's Name],

I am writing to tentatively accept your invitation to the meeting scheduled on [Date] at [Time]. I am currently confirming my availability and will provide a final confirmation by [Date].

Thank you for your understanding, and I look forward to our discussion.

Best regards,

[Your Name]

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