## **How to Agree and Confirm Meeting Date and Time**

- 1) Express your intent to meet someone
- 2) Explain the reasons for why you want to meet them
- 3) Propose a date and time
- 4) Offer the other person the opportunity to change the proposed date and time.
- 5) Request from the other person a confirmation of the proposed date and time.

## **Get more templates here:**

https://www.lettersandtemplates.com/letters/meeting-attendance-confirmation-email