

Confirmation on behalf of a team

Subject: Confirmation of Attendance " [Department/Team Name]

Dear [Organizer's Name],

I confirm that our team will be represented at the upcoming meeting on [Date] at [Time]. I will be attending along with [Team Members' Names].

We appreciate the opportunity to present our updates and will prepare any necessary reports prior to the meeting. Please let us know if additional documentation is needed.

Best regards,

[Your Name]

[Team/Department Name]

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