

How to Confirm a Meeting Attendance via Email

- 1) Title your email properly possibly with "Meeting Confirmation"
- 2) Re-mention the date, time, and location of the meeting so that there is no chance of confusion.
- 3) Request the other side to confirm the meeting as well except for confirmation replies.

Example:

Dear [Person Name],

With reference to our meeting at [location] on [meeting date and time], I am confirming my attendance as agreed and hope I am not asking for too much if I ask you to confirm yours as well.

Looking forward to seeing you soon.

Best Regards