

Meeting Attendance Confirmation Email by Secretary

Dear [Mr. John],

My name is [_____] and I am contacting you on behalf of [Mr. Boss] to confirm his attendance at the meeting that is scheduled tomorrow at 5 PM. I appreciate a similar confirmation from your side at your earliest convenience to make sure that [Mr. Boss] is available and ready to meet you. If you wish to cancel or reschedule, please inform me immediately so that I can make the necessary adjustments.

Looking forward to your response.

Best Regards