

Formal confirmation of scheduled meeting

Subject: Confirmation of Meeting on [Date]

Dear [Recipient's Name],

I am writing to formally confirm our meeting scheduled for [Day, Date] at [Time], to be held at [Location/Platform]. The purpose of this meeting is to discuss [specific agenda or topic].

Please let me know if you need any supporting documents in advance. I will ensure that all necessary materials are prepared beforehand.

Looking forward to a productive discussion.

Best regards,

[Your Name]

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