

Friendly tone confirmation

Subject: See You at Our Meeting

Hi [Recipient's Name],

Just dropping a quick note to confirm our meeting on [Day] at [Time]. We'll connect at [Location/Platform], and I'm looking forward to catching up.

Let me know if you'd like me to bring anything or prepare in advance.

See you soon,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/meeting-confirmation-letter>