

## Provisional confirmation for tentative meeting

Subject: Provisional Confirmation of Meeting

Dear [Recipient's Name],

This is to acknowledge receipt of your request for a meeting on [Day, Date]. I am available at the suggested time of [Time], and I look forward to discussing the proposed topics.

Kindly note that the meeting will be confirmed once the final agenda and participants list are circulated. I will update you promptly should there be any changes.

Sincerely,

[Your Name]

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