

# Formal Meeting Agreement Letter

Subject: Confirmation of Meeting Agreement

Dear [Recipient Name],

This letter serves to confirm the agreement between [Your Company/Organization] and [Recipient Company/Organization] regarding the meeting scheduled on [Date] at [Time]. The meeting will take place at [Location] and will cover the topics listed in the attached agenda.

Both parties have agreed to abide by the discussed terms and to provide the necessary materials and documentation in advance. Should any adjustments be required, please inform us no later than [Deadline].

We look forward to a productive and successful meeting.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/meeting-or-event-agreement-contract>