## **Provisional Meeting Agreement Email**

Subject: Provisional Meeting Arrangement

Dear [Recipient Name],

This message serves as a provisional confirmation for the meeting on [Date] at [Time]. The agenda and participants are tentative and may be adjusted as necessary. Please review and confirm your availability.

Once finalized, a formal agreement will follow. Your feedback is appreciated to secure the arrangements.

Best regards,

[Your Name]

## Get more templates here:

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