

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm my attendance at the upcoming meeting scheduled for [date] at [time]. The meeting will take place at [location/online platform].

I look forward to discussing [briefly mention the topics or agenda points] and collaborating further on [mention any relevant project or goal].

Please let me know if there are any additional materials or preparations needed prior to the meeting.

Thank you for the opportunity, and I am eager to participate.

Sincerely,

[Your Name]
[Your Position]
[Your Company]