

[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 am writing to confirm my attendance at the [Meeting Title] scheduled for [Date] at [Time]. I look forward to discussing [mention any specific topics or agenda items] and contributing to our shared goals.

Please let me know if there are any materials I should review or prepare in advance.

Thank you for the opportunity, and I look forward to our meeting.

Best regards,

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