

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally confirm my attendance at the upcoming meeting scheduled for [Date] at [Time] in [Location]. I look forward to discussing [specific topics or agenda items] and collaborating with the team.

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

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]