

[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 confirm my attendance at the upcoming meeting scheduled for [date] at [time] in [location]. I look forward to discussing [topics/agenda items] with you and the team. Please let me know if there are any materials or preparations needed prior to the meeting.

Thank you, and I look forward to seeing you soon.

Best regards,

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