

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

[Recipient's Name]  
[Recipient's Position]  
[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]. The meeting will take place at [location/format (e.g., virtual, in-person)].

I look forward to discussing [briefly mention agenda topics if applicable] and collaborating with everyone present.

Thank you for the invitation. Please let me know if there are any materials I should review prior to the meeting.

Warm regards,

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