

[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] to be held at [location].

I look forward to discussing [briefly mention the topics or purpose of the meeting] and collaborating with everyone present.

Please let me know if there are any materials I should prepare or review prior to our meeting.

Thank you for the invitation, and I look forward to our discussion.

Best regards,

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