

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

MEMORANDUM

TO: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]

FROM: [Your Name]  
[Your Position]

SUBJECT: Attendance at Meeting

Dear [Recipient's Name],

I am writing to confirm my attendance at the upcoming meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform]. Please let me know if there are any specific topics you would like me to prepare or if you require any further information prior to the meeting. Thank you, and I look forward to our discussion.

Best regards,

[Your Name]  
[Your Contact Information]