

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

Dear [Recipient's Name],

Subject: Notification of Attendance at Meeting

I am writing to formally notify you that I will be attending the upcoming meeting scheduled for [date] at [time]. The meeting will take place at [location/virtual platform].

I look forward to discussing [briefly mention agenda or purpose of the meeting]. Please let me know if there's any specific information or materials I should prepare in advance.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]