

[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]. I look forward to discussing [briefly state the purpose or agenda of the meeting].

Thank you for the opportunity to participate. Please let me know if there are any materials I should prepare or review in advance.

Best regards,

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