

[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],

I hope this message finds you well. I am writing to formally confirm my attendance at the upcoming meeting scheduled for [date and time] at [location].

I look forward to discussing [specific topics or agenda items] and collaborating with all attendees to achieve our objectives.

Please feel free to reach out if there are any materials or information you would like me to prepare in advance.

Thank you, and I look forward to our meeting.

Sincerely,

[Your Name]
[Your Position]