

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

Dear [Recipient 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 state the agenda or purpose of the meeting] and collaborating with all participants to achieve our objectives.

Please let me know if there are any documents or materials I should prepare in advance.

Thank you for the opportunity, and I look forward to our meeting.

Sincerely,

[Your Name]
[Your Title]