

[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 appreciate the opportunity to participate and contribute to the discussion on [meeting topic].

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

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

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company/Organization]