

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[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 Name] scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

I look forward to discussing [briefly mention agenda items or purpose of the meeting]. Please let me know if there are any materials or information you would like me to prepare in advance.

Thank you for the opportunity.

Best regards,

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