

[Your Company Letterhead]

[Date]

[Consultant's Name]

[Consultant's Title]

[Consultant's Company]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

Subject: Meeting Confirmation

We are pleased to confirm our upcoming meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform for virtual meeting].

The agenda for the meeting will include:

1. [Agenda Item 1]

2. [Agenda Item 2]

3. [Agenda Item 3]

Please let us know if you have any specific topics you would like to discuss or if you require any additional materials prior to our meeting. Looking forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]