

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of eHub Meeting

We are pleased to confirm your attendance at the upcoming eHub meeting scheduled for [Date] at [Time]. The meeting will be held [virtually/in person] at [Location/Platform].

Please find the agenda attached for your reference. Should you have any questions or require additional information, do not hesitate to reach out.

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]