

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well! I am writing to confirm our upcoming [event/meeting/get-together] on [date] at [time]. I am looking forward to [mention any specific aspect you are excited about, e.g., catching up, discussing a project, etc.].

If there are any changes or additional details you would like to share, please feel free to let me know.

Looking forward to seeing you soon!

Warm regards,

[Your Name]