

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Confirmation of Knowledge Transfer Session

I hope this message finds you well. I am writing to formally confirm the scheduled knowledge transfer session between [Your Company] and [Recipient's Company].

Details of the session are as follows:

****Date:**** [Insert Date]

****Time:**** [Insert Time]

****Duration:**** [Insert Duration]

****Location:**** [Insert Location / Virtual Meeting Link]

****Agenda:**** [Briefly outline the agenda/topics to be covered]

We are looking forward to this opportunity to share valuable insights and enhance our collaborative efforts. Please let me know if you have any specific topics or questions that you would like us to address during the session.

Thank you for your attention, and I look forward to our discussion.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]