

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to confirm our upcoming meeting scheduled for [Date] at [Time], to be held at [Location/Platform]. The agenda will focus on [briefly outline agenda topics].

Please let me know if the proposed time still works for you or if there are any changes you would like to suggest.

Looking forward to our discussion.

Best regards,

[Your Name]
[Your Position]
[Your Company]