

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm our upcoming XDM meeting scheduled for [Date] at [Time] [Time Zone]. The meeting will be held [in-person at Location/virtually via Platform].

The agenda for our discussion will include:

1. [Agenda Item 1]
2. [Agenda Item 2]
3. [Agenda Item 3]

Please let me know if you have any additional topics you'd like to add to the agenda.

Looking forward to our conversation.

Best regards,

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