

Formal confirmation of meeting attendance

Subject: Confirmation of Attendance for Scheduled Meeting

Dear [Organizer's Name],

I am writing to confirm my attendance at the meeting scheduled for [Date] at [Time], to be held at [Location or Platform]. I have reviewed the agenda and look forward to contributing to the discussion on [specific topic, if applicable].

Please let me know if there are any materials or reports I should prepare in advance. I appreciate the opportunity to participate and will ensure punctual attendance.

Kind regards,

[Your Name]

[Your Position]

[Your Company or Organization]

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