

Confirmation for online meeting attendance

Subject: Attendance Confirmation for Online Meeting

Dear [Organizer's Name],

Thank you for inviting me to the virtual meeting on [Date] via [Platform Name]. I confirm my attendance and have tested my access to the meeting link.

If there are any technical guidelines or specific documents to review beforehand, please share them with me. I look forward to the discussion and collaboration during the session.

Warm regards,

[Your Name]

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