

Professional confirmation including agenda request

Subject: Attendance Confirmation and Agenda Request

Dear [Organizer's Name],

I am writing to confirm my attendance at the upcoming meeting on [Date] at [Time]. Could you please share the final agenda and any preparatory documents that will be discussed?

I want to ensure that I am fully prepared for all discussion points. Thank you in advance for your assistance and coordination.

Best regards,

[Your Name]

[Your Job Title]

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