

SCHEDULED MEETING

(Insert your letterhead)
or
(Your Name)
(Company / Business)
(Address)

Date

(Recipient's Name)
(Recipient's Position)
(Recipient's Company / Business)
(Recipient's Address)

(Salutation)

I refer to your recent letter (alternative: telephone call) and confirm our meeting scheduled for (time) on (date) at (location). If you have any documentation that you would like me to review before the meeting, please advise me of this and of where I can obtain the relevant literature.

Should you need to reschedule the meeting for any reason, please contact my office.

(Ending)

(Signature)
(Your name)
(your title (optional))