**Meeting confirmation email sample**

**Subject**: Confirmation email for meeting on (insert the time and date of the appointment)

Dear Mr./Ms. (insert the name of the receipt),

This email is to confirm my presence on the meeting from (insert time and date) at (insert the location) as we establish earlier, on the telephone.

As we discussed, our appointment will be attended by (insert the names and the titles of other persons). I expect the meeting to last about (insert the approximately duration), during which we will cover the following issues:

(insert the meeting agenda)

We are excited to get to know you personally; we are sure this official appointment will answer to many of our questions and we believe it could represent a good starting point for a fruitful collaboration. If we can answer you to any question until (insert the meeting date), please, let us know.

I look forward to meet you.

Sincerely,

(insert the sender name)