To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Confirmation Letter for Meeting**

Dear Sir/Madam,

This is to confirm that your meeting with the finance director of [mention Company/Organization], Mr./Mrs. [mention name of the person with whom the meeting is held] has been confirmed as on [mention day and date] at [mention time]. As per your requirement and with the agreement of Mr./Mrs. [mention name of the person with whom the meeting is held], the meeting will be held at [mention the place or venue of the meeting].

For further queries, make sure to contact me.

Best Regards.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]