To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Meeting Acceptance Letter**

Dear Sir/Madam,

It is my pleasure to inform you that I accept your request of meeting as received by me on [mention date]. The meeting will be held as per the schedule you mentioned in your request letter. I will be looking forward to discuss [mention points of interest or topics that you would like to discuss] with you. I am hopeful that we will be able to explore further possibilities for us to do business together.

We will be meeting at [mention venue]. Feel free to contact for any further details or queries.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]