

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company]
[Client Address]

Subject: Confirmation of Upcoming Meeting - [Project/Account Name]

Dear [Client Name],

This letter is to formally confirm our upcoming meeting to discuss [Purpose of Meeting]. We are looking forward to reviewing our progress and aligning on the next steps for [Project Name].

The meeting details are as follows:

- **Date:** [Date]
- **Time:** [Time, including Time Zone]
- **Location:** [Physical Address or Video Conference Link]
- **Attendees:** [Agency Team Members] and [Client Team Members]

The primary agenda items will include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please let us know if there are any additional topics you wish to add to the agenda or if you need to reschedule. We will provide any necessary pre-reading materials by [Date].

We look forward to a productive session.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]