

Hi [Client Name],

It was great catching up with you [on the phone/via email] earlier. This is just a quick note to confirm our informal meeting to discuss [Topic/Project Name].

**Meeting Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Name of Cafe/Restaurant or Address]

I am looking forward to a relaxed chat and hearing your thoughts on [specific point]. If anything comes up and you need to reschedule, just let me know.

See you then!

Best regards,

[Your Name]

[Your Company]