

Subject: Confirmation: Meeting on [Date] at [Time]

Hi [Contact Name],

Thank you again for agreeing to chat with me. I am writing to confirm our meeting for an informal coffee/chat regarding your experience at [Company Name].

As we discussed, we will meet at:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Coffee Shop Name/Virtual Meeting Link/Phone Number]

I am looking forward to hearing your insights and learning more about your career path.

Best regards,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile Link]