

Subject: Confirmation: Our meeting on [Date]

Hi [Client Name],

It was great speaking with you earlier. I'm writing to confirm our informal meeting to discuss [Project/Position Name].

Here are the details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Name of Coffee Shop/Restaurant], located at [Address]

I'm looking forward to chatting in a more relaxed setting and hearing more about your goals for this project.

If anything comes up and you need to reschedule, please let me know at [Phone Number].

See you then!

Best regards,

[Your Name]
[Your Title/Company]