

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

May 19, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I wanted to confirm our meeting for DATE at your office. I look forward to meeting you and the rest of your team at that time.

*[Be sure to include any request for things you might need for the meeting or if you would also like to have someone else present at the meeting i.e. It would be great if you could arrange for a screen and a whiteboard in the conference room for my presentation; or I would also appreciate it if John Smith from your design department could be present at the meeting.]*

I will call you a couple of days before the meeting to confirm everything. Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Title if any or delete if none]