**LETTER TO CONFIRM AN APPOINTMENT, MEETING, INTERVIEW**

**[Senders Name]  
[Address line]  
[State, ZIP Code]**

**[Letter Date]**

**[Recipients Name]  
[Address line]  
[State, ZIP Code]**

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear **[Recipients Name],**

I would like to confirm my attendance at the meeting scheduled for next week, at 3:00 in the afternoon on the 8th of September. I will make sure that I have the report you requested prepared and ready to present at the said meeting. I will make sure to furnish you a copy a few days before we meet to give you some time to review the contents and alert me to any changes that must be done if needed.

Sincerely,  
  
**[Senders Name]  
[Senders Title] -Optional-**

**[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -**