**LETTER TO CONFIRM A MEETING FOR A DEAL**

**[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],

We are very pleased with the progress we are making with regards to closing the deal on the partnership of our respective firms. To move forward with this, I would like to request a meeting over dinner on Wednesday, at 7:00 pm in Greco's.  
  
Please give my assistant a call at 333-3333 to confirm your attendance or if you have any questions. I look forward to going through the final stages of our partnership so we can begin to work together.

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

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