

Meeting Confirmation Letter

This package contains:

1. Instructions & Checklist for Meeting Confirmation Letter
2. Meeting Confirmation Letter

Instructions & Checklist for Meeting Confirmation Letter

- This package contains (1) Instructions & Checklist for Meeting Confirmation Letter; and (2) Meeting Confirmation Letter;
- This form is designed to assist you in drafting a letter confirming a meeting.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- Sometimes these sample letters includes additional instructions and example wording which is indicated by being italicized and in brackets and looks like [*this is the sample text*]. This text in brackets need to be reworded and tailored for your particular situation and the example wording needs to be deleted.
- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[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]