

Inquiry Letter Example for Confirming Business Meeting Schedule

Date: [Your Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the details of our upcoming business meeting, as previously discussed.

As agreed, the meeting is scheduled for **[Date]** at **[Time]**, to be held at **[Venue/Location]**. The primary agenda will cover **[brief description of agenda or objectives]**.

Kindly confirm if the mentioned date, time, and venue are convenient for you, or if any adjustments are necessary. Your confirmation will help us ensure a productive and efficient meeting.

Thank you very much for your attention and cooperation. I look forward to your confirmation and our forthcoming discussion.

Best regards,
[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]