

## Meeting Confirmation

Dear [name of client],

Great talking to you over the phone today. I have some ideas how you can accomplish [insert the main challenge you've discussed] as I can also share some case-studies to give you an insight on how some of the progressive organizations have overcome similar situations.

This is to confirm our meeting at your office on [date] at [time]. Looking forward to seeing you then.

Warm regards

Name:

Designation:

<http://www.miniworkshopseries.com>

[Your company name / address / tel / mobile]