[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: MEETING CONFIRMATION**

Dear [CONTACT NAME],

I am following up on our conversation to say how pleased I am that we have managed to find time to meet together. To use an example of a soccer game; I can understand why some teams make the final–then fall flat on their faces. They are so excited about getting there that the game becomes secondary to the event!

I promise that that will not happen in our case. I have a great deal of information to review with you about the success of our current franchise operations and why we’d like to create a new joint-ventured franchise with you.

SoI look forward to seeing you [TIME] in your office on [DATE]. You kindly suggested your secretary would handle our lunch reservations. I’m looking forward to it.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]