

Thank You Letter for Meeting Appointment

Sender's name

Designation

Address

Contact details

Date – DD/MM/YYYY

Receiver's name

Designation

Address

Contact details

Subject: -----

Dear -----,

I ----- (mention your name) working as ----- (mention designation) with ----- (company name) would like you to thank you for setting up the appointment for the meeting about ----- (mention the subject) on ----- (mention the date).

The meeting was long due and there could never have been the best time to discuss and arrange the meeting now. The company is working on ----- (mention about the project and its details).

Below are some of the important points that will be discussed in the meeting in detail.

(Mention the points).

So, I would like to thank you once again for arranging the meeting.

Yours sincerely,

Your name

