# Meeting Confirmation

Client Name: Maleesha Vidurath

Date and Time: July 5, 2024, at 10:00 AM

Location: ABC Conference Room, 123 Business St, City, Country

Agenda Items:

1. Introduction and overview of services

2. Discussion on project requirements

3. Timeline and milestones

4. Budget and payment terms

5. Q&A and next steps

Confirmed by:

Jane Doe

Client Relationship Manager

Email: jane.doe@example.com

Phone: (123) 456-7890

Additional Notes:

Please arrive 10 minutes early to allow time for check-in at the reception. If you have any questions or need to reschedule, please contact me at your earliest convenience.