

Confirming arrangements

I'd like to confirm my visit.
I'd prefer Monday at 8 am
Let me know if this is ok.
Five o'clock is good for me/is fine.
Tuesday sounds great/suits me.
I look forward to meeting you.

Other observations

Abbreviations and contractions should be avoided in very formal emails.

Diplomatic language

slight, minor, little + noun (eg We have a slight problem)
probably, likely + verb (eg We'll probably go over our budget)
rather, pretty, quite + adj (eg It'll be rather expensive)
completely, absolutely + adj (eg It won't be completely finished)
unfortunately, I'm afraid + situation (eg Unfortunately, the mistake is serious)