

Dear [Recipient Name],

This is to confirm that our appointment has been scheduled for the following date and time:

Date: [Date]

Time: [Time]

Location/Link: [Location or Virtual Meeting Link]

If you have any documents to share prior to our meeting, please send them at your earliest convenience. Should you need to reschedule, please let me know at least 24 hours in advance.

I look forward to speaking with you.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email]