

Dear [Recipient Name],

I am writing to confirm our upcoming appointment scheduled for [Date] at [Time].

I understand that unexpected changes can occur. If this time no longer works for you, please feel free to call me directly at [Your Phone Number] should you need to reschedule. I would be happy to find a more convenient time for us to meet.

I look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Title]

[Your Company]