

Formal letter confirming an appointment with a client or colleague

Subject: Appointment Confirmation

Dear [Recipient Name],

This is to confirm our appointment scheduled on [Date] at [Time] at [Location]. I look forward to discussing [Purpose of Meeting] during our meeting.

Please let me know if any adjustments are needed. Your confirmation of attendance is appreciated.

Sincerely,

[Your Name]

[Position/Organization]

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