

Friendly email confirming an appointment informally

Subject: Confirming Our Meeting

Hi [Recipient Name],

Just confirming that weâ€™re set to meet on [Date] at [Time] at [Location]. Looking forward to catching up and discussing [Topic].

If anything changes, please let me know. See you then!

Best,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appointment-confirmation-letter>