

Formal Follow-Up Appointment Letter

Subject: Follow-Up Appointment Confirmation

Dear [Recipient Name],

I hope this message finds you well.

I am writing to follow up on our previous meeting and to confirm our next appointment scheduled for [Date] at [Time].

Please let me know if the proposed time is still convenient or if any adjustments are required.

I look forward to our discussion and appreciate your attention to this matter.

Sincerely,

[Your Name]

[Designation/Organization]

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