

Casual Follow-Up Appointment Email

Subject: Quick Follow-Up on Appointment

Hi [Recipient Name],

Just checking in to confirm our follow-up appointment on [Date] at [Time].

Please let me know if this works for you or if we need to reschedule.

Looking forward to catching up!

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/follow-up-appointment-letter>