

**\*\*Subject:\*\*** Appointment Confirmation - [Client's Name]

Dear [Client's Name],

Thank you for scheduling an appointment with us. We are pleased to confirm your appointment details as follows:

**\*\*Date:\*\*** [Appointment Date]

**\*\*Time:\*\*** [Appointment Time]

**\*\*Duration:\*\*** [Duration of Appointment]

**\*\*Location:\*\*** [Meeting Location/Platform (e.g., Zoom, Office Address)]

**\*\*Consultant Name:\*\*** [Consultant's Name]

**\*\*Contact Number:\*\*** [Consultant's Phone Number]

Please let us know if you need to reschedule or if there are specific topics you would like to discuss during the meeting.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Company Website] (if applicable)