

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to confirm my availability for the appointment scheduled on [Date] at [Time]. I look forward to our discussion regarding [specific topic or purpose of the appointment].

Please let me know if there are any updates or if you need any further information prior to our meeting.

Thank you, and I look forward to our appointment.

Best regards,

[Your Name]