

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request details regarding my upcoming appointment scheduled for [date and time of appointment].

Could you please provide me with the following information?

- Location of the appointment
- Duration of the appointment
- Any documents or materials I should bring

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]