

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to confirm your follow-up appointment with us on [date] at [time]. The meeting will take place at our office located at [office address].

During this appointment, we will [briefly outline what will be discussed or the purpose of the meeting].

If you have any questions or need to reschedule, please feel free to contact us at [phone number] or [email address].

Thank you, and we look forward to seeing you soon.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]