

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally follow up on our previous discussion regarding [specific topic or subject of the appointment].

I would like to propose scheduling a follow-up appointment to discuss this matter further. Please let me know your availability for a meeting in the coming weeks. I am flexible with timing and can adjust to suit your schedule.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Organization (if applicable)]