

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous discussion regarding [briefly mention the topic or purpose of the initial appointment].

I would like to schedule a follow-up appointment to [discuss further, review progress, etc.]. Please let me know your availability for the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If these options are not convenient, please feel free to propose alternative dates and times that would work for you.

Thank you for your attention to this matter. I look forward to our continued discussion.

Best regards,

[Your Name]
[Your Title]
[Your Company/Organization]