

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm our follow-up appointment scheduled for [Date] at [Time]. We will meet at [Location].

Please let me know if you have any questions or need to reschedule.

Looking forward to seeing you.

Best regards,

[Your Name]  
[Your Title/Position]