

[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]. The meeting will take place at [Location/Platform].

Please let me know if you need to reschedule or if you have any specific topics you would like to discuss during our meeting.

Looking forward to our conversation.

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]