

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm my appointment with [Department/Team Name] on [Date] at [Time]. I appreciate the opportunity to discuss [specific topics or agenda items].

Please let me know if there are any materials I should prepare or if there is anything specific you would like me to focus on during our meeting.

Thank you once again for this opportunity. I look forward to meeting with you.

Best regards,

[Your Name]
[Your Position]