

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Appointment Confirmation

I am writing to confirm your appointment on [Date] at [Time]. We will meet at [Location/Platform].

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

Thank you, and I look forward to our meeting.

Best regards,

[Your Name]
[Your Position]
[Your Company]