

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[PTA Member's Name]  
[PTA Organization]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [PTA Member's Name],

I hope this message finds you well. I am writing to provide an update regarding my upcoming appointment with the PTA.

I would like to confirm that my appointment is scheduled for [Date and Time] at [Location]. If there are any changes or additional details I should be aware of, please let me know.

Thank you for your assistance and dedication to our school community. I look forward to our meeting.

Best regards,

[Your Name]

[Your Position, if applicable]