

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

Dear [Recipient Name],

I am writing to confirm my appointment for a vehicle inspection scheduled for [Date] at [Time]. The inspection will take place at [Location].

Please let me know if you require any additional information or documentation prior to the appointment.

Thank you for your assistance. I look forward to my visit.

Sincerely,
[Your Name]