

# Media Consultation Confirmation

Dear [Recipient's Name],

Thank you for your interest in consulting with us regarding [specific media topic or project]. We are pleased to confirm your availability for the consultation.

**Date:** [insert date]

**Time:** [insert time]

**Location:** [insert location or virtual meeting link]

If you have any questions or need to reschedule, please feel free to reach out.

We look forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]