

Appointment Confirmation

Dear [Recipient's Name],

We are pleased to confirm your appointment for the training session scheduled as follows:

Date: [Date]

Time: [Time]

Location: [Location]

Duration: [Duration]

Please arrive 10 minutes prior to the scheduled time. If you have any questions or need to reschedule, feel free to contact us.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]