

Appointment Confirmation

Dear [Client's Name],

Thank you for choosing my services for your financial consulting needs. I am writing to confirm our appointment scheduled for:

Date: [Date]

Time: [Time]

Duration: [Duration]

Location: [Location / Virtual Link]

During our session, we will discuss [briefly outline key points or topics to be covered]. Please prepare any relevant documents or questions you may have to make the most of our time together.

If you have any changes or need to reschedule, please let me know at least 24 hours in advance.

Looking forward to our session!

Best regards,

[Your Name]

[Your Contact Information]

[Your Business Name]