

Appointment Confirmation

Dear [Client's Name],

Thank you for choosing my services for your graphic design project. I am pleased to confirm our appointment to discuss and start your project, which is scheduled for [Date] at [Time]. We will meet at [Location/Platform if virtual].

As discussed, the scope of the project includes:

- [Detail 1]
- [Detail 2]
- [Detail 3]

The estimated timeline for completion is [Timeline]. I look forward to collaborating with you and bringing your vision to life!

Please feel free to reach out if you have any questions or need to reschedule.

Best regards,

[Your Name]
[Your Email]
[Your Phone Number]