

# Appointment Confirmation

Dear [Client's Name],

Thank you for reaching out! I am pleased to confirm our consultation appointment.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Duration:** [Insert Duration]

**Location:** [Insert Location or specify if it's a virtual meeting]

**Platform:** [Insert Platform if virtual, e.g., Zoom, Skype]

During our meeting, we will discuss your needs and how I can assist you. Please feel free to prepare any questions or topics you wish to cover.

If you need to reschedule or have any further questions, please do not hesitate to reach out.

Looking forward to our conversation!

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]