

Sales Appointment Confirmation

Dear [Client's Name],

Thank you for scheduling an appointment with us. We are pleased to confirm your sales appointment as follows:

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Appointment Location]

We look forward to discussing your needs and how we can assist you.

Cancellation Policy

If you need to cancel or reschedule your appointment, please notify us at least 24 hours in advance to avoid any cancellation fees.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]