

Follow-Up on Consultation Scheduling

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous conversation regarding scheduling a consultation. I understand how busy schedules can be, and I want to ensure we arrange a suitable time for our meeting.

Could you please let me know your availability for the upcoming weeks? I am flexible with timing and can adjust to accommodate your schedule.

Thank you for your attention, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]