

# Appointment Acknowledgment

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Acknowledgment of Meeting Appointment

Dear [Client's Name],

Thank you for scheduling a meeting with us. This letter serves to acknowledge your appointment on [Insert Date and Time] at [Insert Location or Virtual Platform]. We look forward to discussing [briefly mention the purpose of the meeting].

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]