

Confirmation of Scheduled Phone Call

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm our scheduled phone call on [Date] at [Time] [Time Zone].

During the call, we will discuss [briefly outline topics to discuss]. Please let me know if you have any specific points you would like to address.

If you have any questions or need to reschedule, feel free to reach out.

Looking forward to our conversation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]