

Notice of Arranged Telephone Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Scheduled Telephone Discussion

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm our scheduled telephone discussion on [Insert Date] at [Insert Time] (Time Zone). The purpose of our conversation will be to [briefly state the purpose].

Please let me know if the scheduled time works for you or if there are any adjustments needed.

Looking forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]