

Notification of Planned Phone Chat

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we have scheduled a phone chat to discuss [briefly describe the purpose].

Date: [Insert Date]

Time: [Insert Time]

Duration: [Approximate Duration]

Phone Number: [Insert Phone Number]

Please let me know if this time works for you or if we need to make any adjustments. I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]