

Client Appointment Request for Follow-up Meeting

Dear [Client's Name],

I hope this message finds you well. I am writing to request a follow-up meeting to discuss our recent progress and address any questions you may have.

Could you please provide your availability for the following dates and times?

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

Thank you for your attention. Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]