

Appointment Request for Quarterly Check-in

Dear [Client's Name],

I hope this message finds you well. As we are approaching the end of the quarter, I would like to schedule a check-in meeting to discuss your ongoing projects and any needs you may have moving forward.

Please let me know your availability for the following dates and times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

If none of these options work for you, please feel free to suggest alternative times that suit your schedule.

Thank you, and I look forward to our conversation.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]