

Follow-Up Consultation Scheduling

Dear [Client's Name],

I hope this message finds you well. I wanted to follow up regarding our recent conversation about scheduling a consultation to discuss [specific topic].

To ensure we find a suitable time, please let me know your availability over the next week. Here are a few time slots I am available:

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

If none of these options work for you, feel free to suggest alternatives that fit your schedule.

Looking forward to your reply and to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]