

Weekly Check-In Arrangement

Dear [Recipient's Name],

I hope this message finds you well. This is to confirm our weekly check-in arrangement for the upcoming week.

Details of the Check-In:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Platform:** [Insert Location/Platform]
- **Duration:** [Insert Duration]

Please let me know if you have any topics you would like to discuss during our meeting. I look forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]