

Appointment Confirmation

Dear [Recipient's Name],

We are pleased to confirm your advisory session appointment with [Advisor's Name] on [Date] at [Time]. The session will take place at [Location/Platform].

Please feel free to prepare any questions or topics you wish to discuss. If you need to reschedule, do not hesitate to reach out to us.

Looking forward to our meeting!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]