

Appointment Confirmation

Dear [Recipient's Name],

We are pleased to confirm your advisory session appointment. Below are the details:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Appointment Location]
- **Duration:** [Duration]

Please arrive 10 minutes early to complete any necessary paperwork. If you need to reschedule, feel free to contact us at [Contact Information].

We look forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[Organization Name]