

# Appointment Confirmation Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding your upcoming appointment with [Teacher's/Meeting Coordinator's Name] on [Date] at [Time]. The meeting will take place at [Location].

Please feel free to reach out if you have any questions or if you need to reschedule.

Thank you, and we look forward to seeing you!

Sincerely,  
[Your Name]  
[Your Position]  
[School Name]