

Notification of Expert Consultation Schedule

Dear [Recipient's Name],

We are pleased to inform you that your expert consultation has been scheduled as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Expert:** [Expert's Name and Title]

Please confirm your availability for this appointment at your earliest convenience. If you have any questions or need to reschedule, do not hesitate to reach out.

Thank you, and we look forward to your consultation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]