

# Inquiry for Appraisal Meeting Date

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the scheduled date for my upcoming appraisal meeting. I want to ensure that I am adequately prepared and can provide any necessary information in advance.

Could you please confirm the date and time for the meeting? Additionally, if there are any specific topics or documents you would like me to prepare, kindly let me know.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]