

Appointment Confirmation

Dear [Client's Name],

We are pleased to confirm your appointment for estate planning services. Below are the details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address]
- **Meeting Duration:** Approximately [Duration]

Please bring any relevant documents related to your estate planning and any questions you may have.

If you need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

Thank you, and we look forward to assisting you.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Contact Information]