

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recently scheduled consultation on [Date] regarding [Topic/Subject]. I wanted to confirm our meeting and ensure that everything is still on track.

If there are any changes or additional topics you would like to discuss, please let me know, and I will be happy to accommodate them.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company]