

Appointment Confirmation - Estate Planning

Dear [Client's Name],

Thank you for reaching out to us regarding your estate planning needs. We are pleased to confirm your appointment as follows:

- **Date:** [Appointment Date]
- **Time:** [Appointment Time]
- **Location:** [Office Address]

During this meeting, we will discuss your estate planning objectives and how we can assist you in achieving them. Please bring any relevant documents and questions you may have.

If you need to reschedule or have any inquiries, please do not hesitate to contact us at [Phone Number] or [Email Address].

We look forward to our meeting!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Phone Number]

[Company Email Address]