

Appointment Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation for our upcoming appointment scheduled on [Date] at [Time]. Please let me know if the details are still accurate or if any changes need to be made.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]