

Appointment Scheduling Letter

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule a consultation appointment regarding [brief description of the topic].

Available dates and times are as follows:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

Please let me know which option works best for you or if there is another time that suits you better.

Looking forward to your reply.

Best regards,

[Your Name]

[Your Title/Position]

[Your Contact Information]