

Availability for Virtual Consultations

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of my availability for virtual consultations. Please find my available time slots below:

- Monday: 10:00 AM - 12:00 PM
- Wednesday: 2:00 PM - 4:00 PM
- Friday: 1:00 PM - 3:00 PM

Should these times not be suitable, please feel free to suggest alternative times, and I will do my best to accommodate.

Thank you, and I look forward to our discussion!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]