

Appointment Confirmation Email

This is a confirmation email to your appointment with [Mr. X] on [some date] at [time]. Attached to this email is the location map and directions.

Should you have queries or require any clarifications, please do not hesitate to contact me on the numbers below.

If for any reason you wish to cancel your appointment, I appreciate a prompt and early notification from your side.

Looking forward to your presence.

Get more templates here:

<https://www.lettersandtemplates.com/letters/appointment-confirmation-letter>