

Appointment Confirmation Letter

Subject: Appointment Confirmation

Dear [Recipient Name],

This letter serves to confirm your appointment with [Professional/Department] on [Date] at [Time].

Please arrive at [Location] 10 minutes early and bring any relevant documents or information required.

If you need to reschedule, kindly notify us in advance.

Sincerely,

[Your Name]

[Position]

[Organization]

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