

Document Title: 27_Appointment_Confirmation_Email

Brief:

Use this template to confirm appointments with clients, ensuring clarity on date, time, and other details.

Appointment Confirmation Email Template

Subject Line:

Appointment Confirmation – [Your Company Name]

Email Body:

Hi [Client's Name],

Thank you for scheduling a meeting with us. This is to confirm your appointment on:

Date: [Insert date]

Time: [Insert time]

Location: [Insert location or online meeting link]

Please let us know if you need to reschedule or if you have any questions beforehand.

Looking forward to our meeting!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone]

Recommendations:

- Include calendar invite attachments if possible.
- Send a reminder 24 hours before the appointment.
- Be prompt in responding to any reschedule requests.