📄 **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.