

[Your Name]
[Your Title/Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Recipient's Address Line 1]
[Recipient's Address Line 2]
[City, State, ZIP]

Subject: Confirmation of Appointment

Dear [Recipient's Name],

This letter serves as confirmation of your appointment for [purpose, e.g., interview/meeting/ consultation] with [Company/Organization Name]. Your appointment is scheduled for [Date] at [Time] and will take place at [Location/Address].

Please feel free to contact us if you have any questions or require further information regarding your appointment.

We look forward to seeing you.

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]

[Contact Details: Phone | Email | Website]