

Appointment Acknowledgment

Dear **Mr./Ms. [Name]**,

This is to acknowledge the receipt of your request for an appointment. Your appointment is scheduled as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

If you have any questions or need to reschedule, please feel free to contact us.

Acknowledge Receipt:

Submit

Thank you.

[Your Company/Organization Name]