**LETTER TEMPLATE**

**INFORMAL CONFIRMATION LETTER TO INFORM ABOUT AVAILABILITY**

**[Your full name]  
[Your phone number]  
[Your email address]**

**[Date]**

**[Recipient's full name]  
[Recipient's phone number]  
[Recipient's email address]**

Dear **[recipient's first name],**

I have examined my schedule for the week of**[month and date]** and wanted to inform you about my availability.

After evaluating the times, you suggested, **[date and time]** works best for my schedule. If this day no longer works for you, please let me know. I have included additional times I can meet below:

**[date and time]**

**[date and time]**

**[date and time]**

However, I've marked my calendar for our meeting on **[date and time]** unless something changes.

I am looking forward to meeting with you, and I hope the rest of your week goes well.

Sincerely,

**[Your full name]**