**INFORMAL CONFIRMATION LETTER**

Tamara Hayes  
221-786-1432  
tamarahayes@email.com

July 28, 20XX

Dorris Matthews  
245-375-1528  
dorrismatthews@email.com

Dear Dorris,

I have examined my schedule for the week of Aug. 2 and wanted to inform you about my availability.

After evaluating the times, you suggested, Aug. 4 at 3 p.m. 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:

Aug. 3 at 10:30 a.m.

Aug. 5 between 12 p.m. and 2 p.m.

Aug. 6 at 3:30 p.m.

However, I've marked my calendar for our meeting on Aug. 4 at 3 p.m. unless something changes.

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

Sincerely,

Tamara Hayes