

*Webinar 10 Handout:*  
**APPOINTMENT CONFIRMATION LETTER**

Dear \_\_\_\_\_,

It was a pleasure meeting/speaking with you \_\_\_\_\_ (last week or Tuesday, etc...). I am so excited to help you meet your nutrition goals.

I am sending you this email to confirm our appointment on (Date and Time). As a reminder, this appointment is for \_\_\_\_ (30, 60, 75) minutes. Please note that the address \_\_\_\_\_ (add specific details regarding transportation or parking).

Please keep a food journal for three days between now and when we meet with as much detail as you can to give us a starting point to begin our work. If you cannot pull this off, no worries!

If you need to reschedule or if you have any questions between now and then, please feel free to contact me via email or by phone (include cell number or remind them of your office number and extension).

I look forward to meeting you in person!

Healthy regards,

Your name

Company name

Address

Phone

Email