

[Confirm or Change Meeting]

{Date}

{Name}

{Company Name}

{Address 1}

{Address 2}

{City, State, Zip Code}

Dear {Salutation}:

This letter confirms [that our meeting previously scheduled for (day/date/time) has been rescheduled to (day/date/time) or our meeting scheduled for (day/date/time)] at [your office or our office].

Again, I appreciate this opportunity to meet with you [and (specify others, if applicable)].

Sincerely,

Firm Name

Lawyer Name