

**PROMPT WO-007**

Confirm an Appointment or Meeting

Purpose

Use this prompt to write a professional email confirming an appointment, meeting, interview, or business call. It helps ensure all parties have the correct details while creating a positive and organised first impression.

DIFFICULTY
 **Beginner**

TIME SAVED
 **10–15 min**

BEST FOR
Meetings



Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini



Copy & Paste Prompt

You are an experienced business communication specialist.

Write a professional appointment or meeting confirmation email using the information below.

Recipient:

[Insert recipient name]

Meeting Purpose:

[Insert purpose]

Date:

[Insert date]

Time:

[Insert time]

Location or Meeting Link:



[Insert location or online meeting link]

Items to Prepare:

[List anything the recipient should bring or prepare]

Additional Information:

[Insert any additional details]

Tone:

Professional, welcoming and organised.

Please:

- Write a clear subject line.
- Begin with a professional greeting.
- Confirm the meeting details.
- Clearly state the date, time and location.
- Mention anything the recipient should prepare.
- Invite the recipient to contact you if they have any questions or need to reschedule.
- Finish with a professional closing.

Return only the completed email.



Example

INPUT

Recipient: Emily Carter

Meeting Purpose: Project Planning Meeting

Date: Tuesday 12 August

Time: 10:00 AM

Location: Microsoft Teams

Items to Prepare:

- Project timeline
- Budget estimates
- Any outstanding questions

Tone: Friendly and professional

EXPECTED OUTPUT

Subject: Confirmation of Our Project Planning Meeting



Dear Emily,

I hope you're doing well.

I'm writing to confirm our Project Planning Meeting scheduled for Tuesday 12 August at 10:00 AM.

The meeting will take place via Microsoft Teams.

If possible, please have the following information available for our discussion:

- Project timeline
- Budget estimates
- Any outstanding questions

I'm looking forward to speaking with you. If you have any questions or need to reschedule, please let me know.

Kind regards,
[Your Name]

 **Builder's Tip:** Always include the date, time, time zone (if applicable), and location or meeting link. This reduces confusion and helps minimise missed appointments.

Related Prompts

- WO-001 – Write a Professional Email
- WO-004 – Write a Professional Follow-Up Email
- WO-006 – Write a Professional Reminder Email
- WO-008 – Decline a Request Professionally

Tags

MEETING

APPOINTMENT

CONFIRMATION

BUSINESS

COMMUNICATION