



Booking Appointments via Email

Booking Appointments

Greeting



Good morning



Good afternoon



Good evening



Hello

Booking Appointments

Introduction








My name is ... and I'm a client/patient/interested in ...



I would like to ... (book a meeting/make an appointment/schedule a convenient time to meet)




Booking Appointments

Providing Availability

-  Would you be available on Monday at 5pm?
-  When is a convenient time for you?
-  I'm free any time between 4 and 6pm weekdays.
-  Please could you let me know/indicate a suitable time and place for you?
-  Does ... suit you?

Booking Appointments

Closing

-  Please let me know what time works best for you
-  I look forward to hearing back from you
-  Kind Regards

Booking Appointments

Responding to Availability



I'm free on Wednesday at 6pm, that's great! See you then!



Please confirm works for you / is convenient/suitable for you

Booking Appointments

Cancelling/Rescheduling Availability



I'm writing to reschedule/cancel our appointment scheduled for Tuesday 3rd due to unforeseen circumstances. Please confirm you have received this message.