

(Insert Today's Date)

(Insert your loan representative's name)

(Insert your loan institution/bank name)

Hi (Insert loan rep name),

I would love to meet with you there at (Insert time) AM on (Insert day). I'm adding it to my calendar and sending over an appointment request. If anything changes before you confirm it, please select another time. I'm available until (Insert time) AM and then I'm tied up until (Insert time) PM.

I'll see you (Insert day).

Sincerely,

(Insert your name)

(Insert your title)

(Insert your phone number)

(Insert your email address)