

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm your appointment with [Consultant's Name] on [Date] at [Time]. The meeting will take place at [Location/Platform - e.g., Zoom link].

During this consultation, we will discuss [briefly outline the topics or objectives of the meeting]. Please feel free to prepare any questions or materials you would like to address.

If you have any conflicts with the scheduled time, do not hesitate to reach out to reschedule.

We look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]