

**\*\*Consulting Appointment Notice\*\***

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**\*\*Date:\*\*** [Insert Date]

**\*\*To:\*\*** [Client's Name]

**\*\*From:\*\*** [Your Name/Your Company]

**\*\*Subject:\*\*** Appointment Confirmation

Dear [Client's Name],

We are pleased to confirm your consulting appointment as follows:

- **\*\*Date:\*\*** [Insert Date of Appointment]

- **\*\*Time:\*\*** [Insert Time]

- **\*\*Duration:\*\*** [Insert Duration]

- **\*\*Location:\*\*** [Insert Location/Platform for Virtual Meetings]

- **\*\*Consultant:\*\*** [Consultant's Name/Title]

**\*\*Agenda:\*\***

[Briefly outline the topics to be discussed]

Please feel free to reach out if you have any questions or need to reschedule.

Thank you, and we look forward to our meeting.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

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