

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

Thank you for choosing me for your design consultation! I am excited to work with you on transforming your space. Below, I have outlined the details for our upcoming consultation:

**\*\*Date of Consultation:\*\*** [Date]

**\*\*Time:\*\*** [Time]

**\*\*Location:\*\*** [Client's Address or Virtual Meeting Link]

**\*\*Consultation Overview:\*\***

During our meeting, we will discuss your design preferences, budget, and any specific ideas you have in mind for your space. We will explore potential themes, color schemes, and layout options that align with your vision.

**\*\*Preparation:\*\***

To make the most of our time together, please consider the following:

- Bring any inspiration images or design ideas you have.
- Prepare a list of must-haves and any constraints you want to discuss.
- Think about the functionality of the space and how you envision using it.

**\*\*Next Steps:\*\***

After our consultation, I will provide you with a summary of our discussion, including any recommendations and next steps for your project.

Feel free to reach out if you have any questions or require further information before our consultation. I look forward to collaborating with you!

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Website URL]