

Consulting Report Discussion Arrangement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Arrangement for Discussion on Consulting Report

Dear [Recipient Name],

I hope this message finds you well. I am writing to arrange a discussion regarding the consulting report we have worked on together. I believe it is important to review the findings and recommendations in detail to ensure alignment and to answer any questions you may have.

Proposed dates and times for our discussion:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Please let me know which option works best for you, or suggest an alternative if none of these are convenient.

I look forward to our discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]