

Initial Consultation Setup

Dear [Client's Name],

We are excited to confirm your initial consultation appointment with us. Below are the details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Address or Meeting Link]

Please prepare any relevant documents or questions you may have for our meeting. This consultation is an opportunity for us to understand your needs and explore how we can assist you.

If you have any questions or need to reschedule, feel free to contact us at [Insert Contact Information].

We look forward to meeting you!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]