

Initial Consultation Planning Letter

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Initial Consultation for Project Overview

Dear [Client's Name],

Thank you for considering us for your upcoming project. We are eager to assist you and would like to schedule an initial consultation to discuss the project overview.

Please review the proposed schedule below:

- Date: [Insert Proposed Date]
- Time: [Insert Proposed Time]
- Location: [Insert Location or indicate if it will be virtual]

During this meeting, we will cover the following key points:

1. Project objectives and goals
2. Timeline and milestones
3. Budget considerations
4. Any initial concerns or questions you may have

Please confirm your availability for the proposed date and time, or suggest an alternative that works best for you.

We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]