

Invitation to Preliminary Project Consultation

Dear [Recipient's Name],

We are pleased to invite you to a preliminary consultation regarding our upcoming project, [Project Name]. This meeting will provide an opportunity to discuss the project's scope, objectives, and your valuable insights.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please confirm your attendance by [RSVP Date] to ensure we can accommodate all participants.

We look forward to your contributions and hope to see you soon.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]