

Appointment Confirmation

Dear [Client's Name],

Thank you for reaching out to our services. We are pleased to inform you that we have scheduled your intake appointment.

Appointment Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address]

Please arrive 15 minutes early and bring any necessary documentation that may assist us in understanding your needs. If you have any questions or need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

We look forward to meeting you and assisting you further.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]