

Acknowledgment of Consultation Appointment

Date: [Insert Date]

Dear [Client's Name],

Thank you for scheduling a consultation with us. This letter serves to confirm your appointment as follows:

- **Date:** [Insert Appointment Date]
- **Time:** [Insert Appointment Time]
- **Location:** [Insert Appointment Location]

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

We look forward to meeting with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]