

# Invitation to Initial Consultation

Dear [Client's Name],

We are pleased to invite you to an initial consultation at [Company Name]. This meeting will provide us with the opportunity to discuss your needs and how we can assist you.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please confirm your availability by [Insert Date]. We look forward to meeting you!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]