

Dear [Client's Name],

I hope this message finds you well. I am writing to confirm our scheduled business advisory consultation meeting.

Date: [Date]

Time: [Time]

Location: [Location/Video Call Link]

During this meeting, we will discuss [briefly outline topics to be covered]. Your insights will be invaluable in guiding our conversation.

Please let me know if you have any specific points you would like to address or if there are any changes to the schedule.

Looking forward to our meeting.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]