

Initial Meeting Scheduling - New Client Onboarding

Dear [Client's Name],

We are excited to welcome you to [Your Company Name] and look forward to working together. To kick off our partnership, we would like to schedule an initial meeting to discuss your needs and how we can best support you.

Please let us know your availability for the following dates and times:

- [Date 1 - Time 1]
- [Date 2 - Time 2]
- [Date 3 - Time 3]

If none of these options work for you, please feel free to suggest alternative times that suit your schedule.

We look forward to your reply.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]