

Initial Consultancy Meeting

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our initial consultancy meeting scheduled for [Insert Date and Time]. The meeting will be held at [Insert Location/Platform if virtual].

During this meeting, we aim to discuss your current needs and objectives, as well as how our services can support you in achieving these goals.

Please feel free to share any specific topics or questions you would like to cover during our discussion.

We look forward to collaborating with you and appreciate the opportunity to assist you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]