

Consultation Confirmation Letter

Date: [Insert Date]

Dear [Expert's Name],

We are pleased to confirm your consultation arrangement with our team regarding [specific topic or area of expertise]. Details of the meeting are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Link to Virtual Meeting]
- **Duration:** [Insert Estimated Duration]

Please let us know if you have any questions or require further assistance before our meeting. We look forward to your valuable insights and contributions.

Thank you for your time and expertise.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]