

Consultancy Kickoff Meeting Invitation

Dear [Recipient's Name],

We are pleased to invite you to the kickoff meeting for our consultancy project with [Client's Company Name]. This meeting will help us align on project objectives, timelines, and deliverables.

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Virtual Link]

Please confirm your attendance by [RSVP Date]. We look forward to your valuable input and a successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]