

Subject: Acknowledgment of Meeting Request

Dear [Client's Name],

Thank you for reaching out and for your interest in meeting with us. We acknowledge receipt of your meeting request dated [date]. We appreciate the opportunity to discuss [specific topics or purposes of the meeting].

Please let us know your available times, and we will do our best to accommodate your schedule. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]