

# Dear [Client's Name],

I hope this message finds you well. We appreciate your continued partnership and would like to schedule a service review consultation to discuss your current needs and potential improvements.

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

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

This consultation will provide us the opportunity to ensure we are meeting your expectations and to explore any additional services that may benefit your organization.

Thank you for your attention, and I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]