

# Dear [Client's Name],

We are excited to schedule our initial engagement meeting with you to discuss your needs and how we can assist you. This meeting will allow us to better understand your objectives and outline the potential services we can provide.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location/Virtual Link]

Please let us know if this time works for you or if adjustments are necessary. We look forward to connecting and building a successful partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]