

# Invitation to Initial Consultation

Dear [Recipient's Name],

We are pleased to invite you to an initial consultation regarding [specific topic or service]. This meeting will provide us with the opportunity to discuss your needs and how we can assist you.

## Details of the Consultation:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or specify if it's a virtual meeting]
- **Duration:** Approximately [Insert Duration]

Please let us know if you are available at the scheduled time or if there are any other preferences you might have.

We look forward to your response and the opportunity to work together.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]