

# Client Appointment Confirmation

Date: [Insert Date]

Dear [Client's Name],

Thank you for choosing our law firm for your criminal defense needs. We are writing to confirm your appointment with [Counsel's Name] on [Date] at [Time]. The meeting will take place at our office located at [Office Address].

During this appointment, we will discuss the details of your case and outline the next steps in your defense strategy. Please ensure to bring any relevant documents or information that may assist us in representing you effectively.

If you have any questions or need to reschedule, please do not hesitate to contact our office at [Phone Number] or [Email Address].

We look forward to assisting you.

Sincerely,

[Your Name]

[Your Title]

[Law Firm's Name]