

Dear [Client's Name],

We are thrilled to welcome you to our wedding services family! My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We specialize in [brief overview of services offered, e.g., wedding planning, floral arrangements, photography, etc.].

We understand that planning a wedding can be both exciting and overwhelming. Our goal is to make this journey as seamless and enjoyable as possible for you. We pride ourselves on our attention to detail and commitment to bringing your vision to life.

During our upcoming meeting on [Date & Time], we look forward to discussing your wedding desires, preferences, and how we can best assist you in creating your dream day. Please feel free to prepare any questions or ideas you have in mind.

Thank you for considering us as your wedding service provider. We can't wait to collaborate with you!

Warmest regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]