

# Appointment Confirmation

Dear [Client's Name],

We are pleased to confirm your initial consultation appointment.

**Date:** [Appointment Date]

**Time:** [Appointment Time]

**Location:** [Office Address]

Please arrive 10 minutes early to complete any necessary paperwork. If you have any questions or need to reschedule, feel free to contact us at [Phone Number] or [Email Address].

We look forward to meeting you!

Best regards,

[Your Name]

[Your Title]

[Company Name]