

Confirmation of Scheduled Consultation

Dear [Client's Name],

We are pleased to confirm your scheduled consultation with [Consultant's Name] on [Date] at [Time]. The meeting will take place at [Location/Platform].

During this consultation, we will discuss [brief overview of the topics to be covered].

If you have any questions or need to reschedule, please feel free to reach out to us at [Contact Information].

Thank you for choosing our services. We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]