

Client Meeting Agreement

Date: [Insert Date]

Client Name: [Client Name]

Client Address: [Client Address]

Phone Number: [Client Phone Number]

Email: [Client Email]

Agreement for Initial Consultation

Dear [Client Name],

We are pleased to confirm our initial consultation scheduled for [Insert Date] at [Insert Time]. This meeting will take place at [Insert Location] or via [Insert Platform if virtual].

Purpose of the Meeting

The purpose of this consultation is to discuss [briefly describe the purpose, e.g., your needs, expectations, and any preliminary questions you may have].

Confidentiality

We value your privacy and are committed to maintaining the confidentiality of the information shared during our meeting.

Confirmation

Please confirm your attendance by responding to this email or calling us at [Your Phone Number].

Thank you for choosing [Your Company Name]. We look forward to meeting with you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email]