

# Initial Client Agreement for Consultation Sessions

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

Thank you for choosing [Your Business Name] for your consultation needs. This letter serves as our initial agreement outlining the terms and conditions for our consultation sessions.

## Agreement Terms

1. **Services:** [Describe the services to be provided]
2. **Duration:** Each session will last approximately [Insert Duration].
3. **Fees:** The fee for each consultation session is [Insert Fee]. Payment is due [Insert Payment Terms].
4. **Cancellation Policy:** Please provide [Insert Notice Period] notice for cancellations or rescheduling.
5. **Confidentiality:** All discussions will remain confidential as per [Insert Applicable Laws/Policies].

## Acceptance

Please sign below to indicate your acceptance of this agreement and the terms outlined above.

\_\_\_\_\_  
Client Signature

Date: \_\_\_\_\_

We look forward to working with you!

Best regards,  
[Your Name]  
[Your Position]  
[Your Business Name]  
[Your Contact Information]