

Initial Consultation Understanding

Dear [Client's Name],

Thank you for choosing [Your Company/Your Name] for your [service/type of consultation] needs. We are excited to work with you and help you [achieve your goals/resolve your issues].

This letter serves as an understanding of our initial consultation, scheduled for [date and time]. Below are the details:

Consultation Details:

- **Purpose:** [Brief description of what will be discussed]
- **Duration:** [Estimated duration of the meeting]
- **Location:** [Specify if it's in-person, virtual, etc.]

Confidentiality:

Your information will be kept confidential and will not be shared without your consent.

Expectations:

During the consultation, we will discuss [main points/areas of concern] and outline how we can assist you moving forward.

Please feel free to reach out if you have any questions before our meeting. We look forward to our consultation and to beginning this journey together.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Phone Number]

[Email Address]