

Preliminary Consultation Arrangement

Date: [Insert Date]

Dear [Client's Name],

Thank you for reaching out to us. We are pleased to arrange a preliminary consultation to discuss your needs and how we can assist you.

Consultation Details

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or specify if it will be a virtual meeting]

Agenda

- Introduction
- Discussion of your needs
- Overview of our services
- Next steps

Please confirm your availability for the scheduled time. If you require any adjustments, feel free to let us know, and we will do our best to accommodate.

We look forward to the opportunity to work together!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]