

Dear [Client Name],

This letter confirms our upcoming real estate consultation scheduled for:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address or Video Call Link]

The purpose of this meeting is to discuss your real estate goals, review current market trends, and develop a strategy tailored to your needs. To make our time as productive as possible, please have any relevant documents or questions ready for our discussion.

If you need to reschedule or have any questions prior to our meeting, please contact me at [Phone Number] or [Email Address].

I look forward to meeting with you.

Best regards,

[Your Name]
[Company Name]
[Phone Number]