

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Thank you for reaching out to discuss your upcoming downsizing and decluttering project. I am writing to formally confirm our scheduled consultation on **[Date]** at **[Time]**.

The goal of this meeting is to assess your current living space, identify your priorities, and create a manageable plan for transitioning to your new home. During the consultation, we will cover the following:

- A room-by-room walkthrough to evaluate items for keep, donation, or sale.
- Discussions regarding floor plans and spatial requirements for your next residence.
- Timeline development to ensure a stress-free move.
- Coordination of third-party services such as movers, estate liquidators, or charities.

To make the most of our time together, please have any floor plans or measurements of your new home available, if possible.

I look forward to helping you simplify your environment and assist you through this transition. If you need to reschedule or have any questions beforehand, please contact me at [Phone Number].

Best regards,

[Your Signature]

[Your Printed Name]