[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

Welcome to [Company/Practice Name]. We have scheduled your initial consultation for [Date] at [Time]. This meeting will take place [at our office / via video link / by phone].

To ensure we make the most of our time together, please prepare the following items before our meeting:

- Completed New Client Intake Form (attached)
- Valid Photo Identification
- [Specific Document 1]
- [Specific Document 2]
- A list of specific questions or goals you wish to discuss

Please arrive or log in 5 minutes early to finalize any preliminary paperwork. If you need to reschedule, please provide at least [Number] hours' notice.

We look forward to meeting with you and discussing how we can assist you with [Service Area/Project].

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]
[Email Address]