

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Welcome and Initial Consultation Confirmation

Dear [Client Name],

Welcome to [Company Name]. We are pleased to have the opportunity to work with you and look forward to helping you achieve your goals.

This letter confirms your initial consultation scheduled for:

- **Date:** [Date of Appointment]
- **Time:** [Time]
- **Location:** [Physical Address or Online Meeting Link]

During this session, we will discuss your specific needs, outline our process, and determine the best strategy moving forward. To make our time most productive, please have any relevant documents or questions ready for review.

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

Thank you for choosing [Company Name]. We look forward to our first meeting.

Sincerely,

[Your Name]

[Your Title]

[Company Name]