

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Confirmation of Phase One Interview Itinerary

Dear [Client Name],

Thank you for scheduling your Phase One interview with [Your Company Name]. We are pleased to confirm the details of your upcoming visit and look forward to discussing your project requirements in detail.

The itinerary for your visit on [Date of Interview] is as follows:

- [Time] - [Time]: Arrival and Welcome Reception
- [Time] - [Time]: Project Overview and Objectives Review
- [Time] - [Time]: Technical Requirements Deep-Dive
- [Time] - [Time]: Break / Working Lunch
- [Time] - [Time]: Team Introductions and Facility Tour
- [Time] - [Time]: Next Steps and Timeline Finalization

Location Details:

[Office Name/Room Number]

[Building Address]

[Parking Instructions, if applicable]

Primary Contact:

[Name of Representative]

[Phone Number]

[Email Address]

Please let us know if you require any adjustments to this schedule or if you have specific dietary requirements for the working lunch. We look forward to a productive session.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]