

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Appointment Confirmation - Stage One Interview

Dear [Client Name],

Thank you for your interest in working with [Your Company Name]. We have successfully received your initial inquiry.

We would like to invite you to a Stage One Interview to discuss your requirements in more detail and determine how we can best assist you. This meeting is an essential step in our intake process.

Your appointment has been scheduled as follows:

Date: [Date of Interview]
Time: [Time of Interview]
Location/Format: [Physical Address or Video Call Link]
Interviewer: [Name of Interviewer]

Please ensure you have the following documents ready for the meeting:

- [Required Document 1]
- [Required Document 2]
- [Required Document 3]

If you need to reschedule or have any questions, please contact us at [Phone Number] or [Email Address] at least 24 hours in advance.

We look forward to meeting with you.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]