#  Confirmation Email

**Client Onboarding STEP 3**

Dear [Potential New Client],

I enjoyed speaking with you today and look forward to meeting you.

I wish to confirm our upcoming appointment:

Date:

Time:

Address:

As discussed, during our initial meeting we will discuss your initial needs and my approach to helping you. The purpose of this meeting is for us each to determine the best way to proceed based on what we discuss during this meeting. Our experience is that this is the foundation of a good long-term relationship.

I look forward to meeting you.

Sincerely,

[Name]

MFIS

[Organization]

P.S. For your convenience, I have attached a map showing you where our office is located. Client parking is located [describe suitable parking facilities].