

[Confirmation of Meeting with Prospective Client]

{Date}

{Name}

{Company Name}

{Address 1}

{Address 2}

{City, State, Zip Code}

Dear {Salutation}:

I enjoyed talking with you [yesterday *or* today *or* on (day)]. Our firm welcomes the opportunity to discuss how we can assist [you *or* (company name)] with [your *or* your company's particular legal needs].

I look forward to meeting with you on (day/date/time), at [your *or* our] office. We are located at [address (if applicable)].

I have enclosed [our firm literature *or* the latest issue of our client newsletter *or* our statement of qualifications] for your review. I hope this will help you gain a better understanding of our firm.

If you have any questions prior to our meeting, please call me. I look forward to seeing you on [date].

Sincerely,

Firm Name

Lawyer Name