

**Information & Instructions: Letter to a client: confirm appointment and directions**

**PREVIEW**

1. The letter confirms the appointment and gives the client directions to the office.

**Form: Letter to a client: confirm appointment and directions**

[Date]

[Client's name]

[Client's address]

**ATTORNEY-CLIENT COMMUNICATION: THIS DOCUMENT AND ITS  
CONTENTS CONSTITUTE LEGALLY PRIVILEGED INFORMATION**

**PLEASE DO NOT COPY**

Dear [Client's salutation]:

Regarding : Confirm Appointment and Directions to the Office

Thank you for contacting my law office. This letter confirms your appointment with me so that I can discuss your family law matter.

Your appointment is set for [Date of the appointment], at [Time of the appointment]. Please bring to the meeting the following documents and information so that I can better evaluate your family law matter:

1. Any and all documents that may relate to the family law matter.
2. Any and all court pleadings, such as petitions, etc. that relate to your family law matter or dispute.

My office is located at [Law firm's address]. I have enclosed a map that provides directions to the office.

I look forward to meeting you and helping you resolve your legal matter. If you have any questions, please call me.

Very truly yours

**THANK YOU**

[Attorney's name]

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