

# Charlotte Evans Writing LLC

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Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Project Details: \_\_\_\_\_

Dear:

I would like to schedule a time to speak with you regarding this project. This initial conversation will help us ensure we can move ahead swiftly and purposefully. It will provide the opportunity to exchange ideas and clarify project details before the beginning of the production phase. We shouldn't need more than 20 to 30 minutes so please let me know your availability below and the best number on which to reach you.

Thank you for your cooperation and I look forward to hearing from you.

Regards,

Charlotte Evans, PhD.

## MONDAY

– 9AM to 11AM  
– 1PM to 3PM  
– 6PM to 8PM

## TUESDAY

– 9AM to 11AM  
– 1PM to 3PM  
– 6PM to 8PM

## WEDNESDAY

– 9AM to 11AM  
– 1PM to 3PM  
– 6PM to 8PM

## THURSDAY

– 9AM to 11AM  
– 1PM to 3PM  
– 6PM to 8PM

## FRIDAY

– 9AM to 11AM  
– 1PM to 3PM

## SATURDAY

– 6PM to 8PM

The best number to reach me at this time will be: \_\_\_\_\_