

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

Further to our meeting/conversation
that a meeting has been arranged

is afternoon etc.>> I am writing to confirm
> at <<location>>.

Enclosed is an agenda for the meeting
company. Please let me know who

title of those attending from our
names will also be attending the meeting.

Our conference room has been reserved
p.m.

and lunch has been arranged for 1.30

Should you require any special equipment
for the meeting purposes please advise

purposes please advise

Looking forward to meeting you again

Yours sincerely,

<<Name>>
<<Title>>

enc.<< >>

S

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