(Date)

(Your name)

(Company name)

(Title/Position

(Address)

Dear Mr. /Mrs. \_\_\_\_\_\_\_ (to whom you are addressing)

I am looking forward to attend the \_\_\_\_\_\_\_\_\_ (specify which appointment) appointment that you have arranged with me, I will be at your office \_\_\_\_\_\_\_ (time) at you main institution\_\_\_\_\_\_\_\_ (venue of appointment) to attend the \_\_\_\_\_\_\_\_\_ on your \_\_\_\_\_\_\_\_. Thank you for this opportunity and am much more than ready to work for you.

If there is any problem concerning the date set above, please do not hesitate to contact me on my telephone number: \_\_\_\_\_\_\_\_\_\_. Thank you for this great chance.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_

(Position)

(Name of company)