**LETTER TO CONFIRM AN APPOINTMENT**

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

This letter is to confirm the appointment that was made with you over the phone yesterday. The meeting was agreed to be held at your office on January 6, 8:00 p.m. There is a fact finder enclosed which should be completed so that the meeting could benefit us. You can call me for any queries that you have.  
  
I am looking forward to meeting you.

Sincerely,  
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -