**SALES MEETING APPOINTMENT LETTER**

Manager

ADP Links Co.

150 St. Mary Road

New Zealand

Sept 09, 20XX

Dear Ms Rachel,

This is to re-confirm about our appointment on Wednesday morning at 11:00 AM. We at ABC Ltd. are looking forward for a meeting with you to show you our latest launched product.

As per our earlier conversation we informed you about our latest laptops and the offers prevailing.

ABC Ltd is in this business since last 7 years and shares a good repute with its customers. Our Products are of best quality and also have an additional warranty period of 2 years. As we have launched a new product, we are offering a huge discount of 20% on the market price to our first 20 customers. Our products are available in different colours also. We can assure you a good after sales support also.

We are looking forward for a successful meeting with you.

Yours truly,

Peter Smith

ABC Ltd.