

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

[Salutation]

I write to confirm our meeting about [subject of meeting], scheduled for [date of meeting]. I will [describe anything you will bring or do to prepare for the meeting]. Please [describe anything the reader should bring or do to prepare].

If you have any questions or need to discuss anything before then, please phone me at [phone number]. Otherwise, I will see you at [location of meeting] at [time of meeting].

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]