

## A sample letter confirming an appointment

### COUNTY COUNCIL LOGO

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**Full address**

Revonshire County Council  
County Hall  
Revon  
Revonshire ZZ1 RR1

**Telephone number:** 0101 111 000

**Fax:** 0101 111 200

**Minicom:** 0101 111 300

**Our Ref:** RSS/PP

**Date:** 24<sup>th</sup> July 2008

**Address of recipient**

Ms Amelia Gone  
2 High Street  
Notaplace  
Revonshire ZZ1 AA1

**Name of recipient**

Dear Ms Gone

**Purpose of the letter**

Re: our appointment

With reference to our telephone conversation today, I am writing to confirm our appointment for Monday 27<sup>th</sup> July 2008 at our County Hall office.

It would be helpful if you could bring your birth certificate to this meeting, plus any other documents that you think might be useful.

Please contact me if you have any queries on . . . . (telephone number). Otherwise I look forward to seeing you next week.

Yours sincerely

Peter Piper  
Social worker/social care worker  
Newtown Central Team

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**Name of recipient not known**

If you do not know the name of the addressee, the same format indicated above is use but it is customary to write:

Dear Sir/Madam

Yours faithfully