

{Salutation} {First Name} {Last Name}  
{Position}  
{Company}  
{Address 1}  
{Address 2}  
{Town/City}, {County} {Postcode}

{#Date}

Dear {Salutation} {Last Name}

It was nice talking to you on {#Phone call date#}. To follow up on our phone conversation, I am confirming that our meeting will be {#Day of the week#}, {#Meeting date#} at {#Meeting time#}. I look forward to talking to you about {#Purpose of meeting#}. See you soon.

Yours sincerely,

{#Username}  
{#Company}