**Knitted Master**

1 Main Street, Victoria, Seychelles  Tlp. (248) 2345678 www.knitmaster.com

March 10, 20XX

John Hopkins  
123 Northern Street, Victoria

Dear Mr. Hopkins,

I would like to confirm on what we have agreed last Monday that we are going to  have a meeting at our office  this Friday ( March 15, 20XX ) at nine o'clock. As we agreed, we are going to discuss a possible cooperation on producing knitted handbags and special training related with this matter.

I kindly ask to contact me if there is something to be corrected.

Thank you for your time and effort. I am confident that our meeting will be beneficial to both of us.

Sincerely yours,  
  
  
  
Ruth Madison  
Owner