

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Announcement of Company Representative Visit

Dear :

On Date we will be visited by Name, one of the company's representatives. Name will be here during the entirety of the day observing the production of our firm. Please keep this date in mind, as we prepare for this annual visit. We are asking that everyone pull together so that we display the positive image that we produce at Name of Company.

If you have any questions regarding this visit, please do not hesitate to contact me.

Thank you in advance,

N A M E