

COMPANY NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

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

Date

Name
Address Line
City, State Zip Code

Re: Appointment Testing

Dear Name:

Your appointment for testing is scheduled for Date at 9:00 a.m. Please mark this date on your calendar and be prepared to remain at the testing site for approximately 3 hours.

If you have any questions prior to your testing date, please do not hesitate to contact me.

Sincerely,