

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

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

Re: Granting of Appointment

Dear :

I received your numerous e-mails concerning your request for an appointment to discuss financing for your new invention. Please contact my secretary to secure a spot on my calendar. She may be reached at {insert phone number}. I look forward to meeting you.

Sincerely,

N A M E