Dear Mr [redacted],

The following appointment has been made for us to meet and talk about training and/or a work plan.

The details are:

- **Date:** 22 July 2010
- **Time:** 2:30 pm
- **With:** R. S.
- **Place:** Auckland

If you are unable to attend, please contact us to arrange a time that suits you better.

If you have any questions, or want any help with this, please call us on our General Enquiries number, 0800 559 009. If you are deaf, hearing impaired or find it hard to communicate by phone, you can contact us on our DeafLink Free Fax 0800 621 621.

When you contact us please tell us your client number [redacted]: This will help us give you a better service.

Yours sincerely,

[Service Centre Manager]