

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm my attendance for the Personal Independence Payment (PIP) interview scheduled on [Date] at [Time]. I appreciate the opportunity to discuss my circumstances and provide the necessary information regarding my eligibility.

In preparation for the interview, I have gathered relevant documentation, including [list any specific documents you will bring, e.g., medical records, identification, etc.]. I believe these will help in illustrating my situation effectively.

If there are any forms or additional information I should complete before our meeting, please let me know at your earliest convenience.

Thank you for considering my application. I look forward to our conversation.

Best regards,

[Your Name]