

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

RE: Confirmation of Typing Test Appointment

We are pleased to inform you that your appointment for the typing test has been confirmed. The details are as follows:

\*\*Date:\*\* [Test Date]

\*\*Time:\*\* [Test Time]

\*\*Location:\*\* [Venue/Address]

\*\*Duration:\*\* [Expected Duration]

Please arrive at least [15/30] minutes early to ensure a smooth check-in process. Bring any necessary identification and materials as indicated in the previous communication.

If you have any questions or need further assistance, feel free to contact us at [Your Contact Information].

We wish you the best of luck!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company Logo (if applicable)]