

# Letter to client confirming appointment

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**Our Ref:**  
**Date:**

**Telephone:**  
**Facsimile:**  
**E-mail:**

**Private & Confidential**  
(CLIENT)  
(ADDRESS)

Dear (CLIENT)

**Your criminal law matter**  
**Your appointment**

We have made an appointment for you to meet with (LAWYER), from our (TEAM if appropriate). Your appointment is as follows:

**Date:**  
**Time:**  
**Address:**

Please contact (LAWYER) if you cannot keep this appointment and we will arrange another appointment.

Would you please bring your copy of your Bench Charge Sheets to the interview if you have it.

If you have any questions, please contact (LAWYER) on (PHONE)

Yours sincerely

(NAME)  
(POSITION)  
(FIRM)