

Sample Confirmation Letter For Presentation

(Local Agency Letterhead)

(Date)

(Name)

(Agency)

(Title)

(Address)

(City, State, Zip Code)

Dear *(Contact Name)*,

This letter will serve as confirmation of the presentation scheduled for *(Date and Time)* to be held at *(Location)*. The WIC presentation should last approximately *(Minutes/Hour)*.

The presentation will cover the following areas: definition of WIC, funding, target population, services provided and agency specific information. Time will be allowed to answer questions during and at the conclusion of the presentation.

The information presented will provide your agency a better understanding of WIC and an interest in working with the WIC Program.

Please contact me at *(Phone Number)* with any scheduling problems or if I can provide any further information. I look forward to working with your agency to promote WIC in our community.

Sincerely,

(Name)

(Title)