

Sample Confirmation Email

Hi (Parent),

I would like to confirm our Interview appointment set for (Day), (Month and Date) at (Time). If you need to reschedule or you have more questions prior to the appointment, please feel free to call me at the number below.

Here is the link to our **simple** [Pre-Interview Questionnaire](#). It will need to be submitted prior to your Interview.

If you have not already taken a look at our [website](#) or [Facebook Page](#), please take the time to do so. They are very informative and have lots of pictures. Our [FAQ page](#) may also answer some of your questions.

Thank You so much for your interest. I look forward to meeting with you and your family.

Your Name

Your Title (Owner, Provider and Teacher)

Name of Your School (if not your Name)

Address

City State and Zip

Your Phone Number