

Visit Acceptance Letter

Dear [Recipient Name],

Concerning your request to visit our facilities located in new york, I am glad to inform you that your request has been approved and accepted.

We are excited about your interest to visit our facilities and look forward to seeing you here.

My assistant [Insert Name] is going to be in touch with your to schedule a mutually convenient date and time for your visit. She is also going to explain to about the procedures and guidelines that you must be aware during you presnece in the facility.

Looking forwarding to seeing you.

Best of luck.