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| --- | --- |
| **Address:** |  |
| **Telephone:** |  |
| **If phoning please ask for:** |  |
| **Email address:** |  |

*(Date)*

*(Name of recipient)*

*(Address of recipient)*

Dear

*(Enter referrers name and designation)* has advised me that you are interested in finding out more about the Psychology of Parenting programme that will be held in your area.

The purpose of this letter is to inform you that I will contact you in the forthcoming weeks to arrange a suitable time to visit.

I look forward to meeting with you then.

In the meantime, if you require any further information, please do not hesitate to contact me on the number at the top of this letter.

Yours sincerely

***(Name)***

***(Designation)***