X Address

Date

Dear X,

Further to our recent telephone conversation, I look forward to meeting you in person on **<date> at <time>.** The aim of the meeting is to conduct an assessment and to introduce you to our Friendship Service.

I have enclosed the Service Boundaries sheet which explains what a volunteer visitor can & can’t do.

In the meantime, please do not hesitate to contact me directly should you have any further queries. You can also contact **Independent Age helpline** on 0800 319 6789.

Kind regards,

**Name**  
**Wellbeing Project Officer**

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