ABC Plant Tour Sample Final Confirmation Letter

*Customer Name Month, Day, Year*

*Firm Name*

## Street Address

*City, State, Zip Code*

Dear *customer’s first name:*

I am following up to confirm that you and your students will be joining ABC Company for a plant tour to be held on [date and time and location].

We hope to make this experience one that will be useful to you and your students to help educate them regarding what our company manufactures and gain a better understanding of the manufacturing industry.

To assess the students’ knowledge surrounding careers in manufacturing, it is helpful for them to take a pre-plant tour survey prior to their visit. Attached please find the survey along with the answers to review following the tour.

The attire is business casual. It is very important that everyone wear closed toe, low-heeled shoes. Sneakers or athletic shoes are not acceptable due to plant safety requirements. Other safety equipment will be provided at the beginning of the tour.

Details regarding logistics are enclosed. If you have any questions regarding this information or the visit itself, please contact me via [email or phone].

We look forward to an informative, enjoyable visit.

Sincerely,

*Rep Name*

*Position*

ABC Company Name