Your name

Company name

Street address

City, county, postcode

Date

Recipient name

Street address

City, county, postcode

Dear Recipient name:

We are looking forward to meeting you on date. Your first interview will begin at time. We ask that you arrive and check in with the receptionist by time. Please plan number of hours for the interviews because you will be meeting several members of staff.

Validated parking is available in the car park adjacent to the building. Please bring your parking ticket to the receptionist for validation.

We have enclosed information about Company Name, directions to our office and a non-disclosure agreement which you must read and sign prior to your first interview.

Yours sincerely,

Your name

Title