

LETTER EXAMPLE 3 - CONFIRM INTERVIEW

100 Centenary Road
Legionnaire Avenue
CHESTER C11 1XX
22th January 1995

Mr James Dodds
Barclay Concrete Limited
12 Balby Road
DORCHESTER
D12 6AR

Beverage Tester - Daily Telegraph - 11th January 1995

Dear Mr. Dodds

Thank you for letter of 20th January inviting me to an interview for the position of alcoholic beverage tester with your company.

I shall be delighted to attend, and I confirm the time as being 2.00 PM on 28th January.

Yours sincerely

Jo B. Hunter