Your Name

Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Street Address

City, ST ZIP Code

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 meet with several members of our staff.

Validated parking is available in the parking garage 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 nondisclosure agreement that you must read and sign prior to your first interview.

Sincerely,

Your Name

Title