

Applicant's Name

Address

Date

Dear

Thank you for your application for the position of .

I/We would like to process your application further and accordingly would like to arrange an interview at this office on .

Please could you let us know if you require any special arrangements to be made for your interview on account of disability.

[Original certificates confirming your qualifications will be required [along with at this stage.]

I/We would be grateful if you could confirm that you will be able to attend this interview by signing and returning the enclosed duplicate of this letter.

Alternatively, please contact us to arrange a suitable time and date.

I/We look forward to meeting you.

Yours sincerely

Name

Title

Signed as confirmation for attendance at the interview as detailed above:

Applicant's Name