We have received your application and would like to discuss the consulting position we are offering in Doe's public relations office. I have arranged for you to meet with the hiring committee on December 1, at 3:30 p.m. The meeting will be in Room 240 of the Administration Building, 1600 Main Street.

Please be prepared to discuss your resume in some depth. If you are unable to keep this appointment, please call the Human Resources Office at 555-5555 to reschedule the interview.

We look forward to meeting with you.