

Dear Ms. Smith:

Thank you for the opportunity to interview with you. I am excited to learn more about your organization and to discuss my interests and experiences. I am available during the following times for an interview.

<PLEASE INDICATE WEEKDAY AVAILABILITY BETWEEN 8AM AND 5PM EAST COAST TIME FOR THE NEXT WEEK USING THE FORMAT BELOW >

Monday, Nov 19th

9:00am–Noon EST (6:00-9:00am PST)

Tuesday, Nov 20th

10:00am – 2:00pm EST (7:00-11:00am PST)

My phone number is 714-520-5060. I look forward to speaking with you soon.

Sincerely,

Donald Duck