To:

From:  
  
Subject:

Hi Susannah,

Great to hear from you! I hope your week is going well. I can’t believe it’s already Wednesday.

I’m really looking forward to coming into the R&J office and meeting some of the team members. Based on the dates you mentioned, my availability is as follows: any time after 12 PM on September 14th and throughout the day until about 4:30 PM on the 18th.

A few questions about the in-office meeting: 1) How much time do you anticipate we’ll have together? 2) Will I have access to technology for a presentation to showcase my work and thoughts on a Q4 strategy for the company? 3) Can you please let me know who I’ll be meeting with, and how much time I’ll have with each person or if it’ll be a group interview?

Thanks so much for reaching out and coordinating all of this.

I hope you have a good rest of the week and lovely weekend!

Best,  
Stacey