*To:*

*From:

Subject:*

Dear Sir,

Regarding your request for an interview with me about the new developments in the company,  I would like to inform you that I am accepting the request and will be available for interview on August 5 between 2:00-4:00 PM at my office.  Please arrive on the dot as I will not be able to accommodate you at another time.  I also request you to e-mail a copy of the questions you would like to ask at least a week prior to the interview to give me time to prepare the needed information.

I have been regularly subscribing your magazine and have found it a useful guide in advancements in the field.  I hope we will have a fruitful interview on the subject matter.

Thank you.

Sincerely,

Ian King