

[Print on one side or insert Address]

Applicant's Name
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >> ,

Thank you for your application for

I/We would like to process your application accordingly would like to arrange an interview at this office on <<Interview Date>>

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 condition are required [along with <<state other documentation>>] at this stage.]

I/We would be grateful if you could confirm your ability to attend this interview by signing and returning the enclosed form.

Alternatively, please contact us to discuss your situation and date.

I/We look forward to meeting you.

Yours sincerely

<<Name>>
<<Title>>

Signed as confirmation for attendance at the interview detailed above:

<<Applicant's Name>>