

To: Mr Rogers  
From: Kelly Sanders  
Subject: Your Interview

Dear Mr Rogers,

Your interview next week is with the Marketing Director. His office is on the second floor, room 204. It's the last room on the right.

When you come out of the lift, you will be in front of room 201. Turn right. Then, turn left and walk down the corridor past the conference room on your right and the toilets on your left.

I sit in room 203, which is opposite room 204. Please come to see me first. There are some forms you have to fill in before the interview.

I look forward to meeting you.

Yours sincerely,

Kelly Sanders

Marketing Department