Your Name Here  
Espresso Yourself Company Office  
24 Battery St. Ste. 3  
Burlington, VT 05401

Recipient name  
Recipient address  
Recipient city, state zip code

2/15/07

Dear Recipient,

We are pleased to inform you that your application for POSITION has been accepted for a first round interview! Orientation and first round interviews will be conducted over the course of three different single days: March 1st, March 4th, and March 8th. The reason for three dates is to have enough time to interview everyone and to allow you some flexibility for your schedule.

During these days, we will conduct an orientation session to tell you more about Espresso Yourself, so you can decide if working with us is right for you.

Congratulations on making the first cut. We received many applications, but only a selected few have been accepted and invited to basic orientation and first round interviews. To let us know which session you will attend, call us at 1-800-555-3856 or email Gayle Ribolini, our Human Resources manager, at [gribolini@espressoyourself.com](mailto:gribolini@espressoyourself.com). If you have any questions, feel free to call us or email us.

We look forward to meeting you!

Sincerely,

Michael Martine