Emily Reed

Human Resource Manager

Emerson Network Group

5th floor 1800 Building,

Eastwood City

NJ 514782

Dear Ms. Reed:

I would like to confirm our scheduled meeting on September 28, 2010 at your office as previously scheduled to discuss my intent to work as your Customer Care Representative.

Your secretary, Michelle Smith, called me yesterday and said you are requesting me to come at your office for an interview. This letter serves as my formal confirmation for the said interview.

Your secretary also informed me to bring pertinent documents such as my diploma and resume for your reference.

I look forward to meeting you soon. Should you have any questions or if there are changes on the details of the interview, you can reach me through my mobile phone number 124-855-967.

Thank you and more power.

Sincerely yours,

Mark Phillips