

[DATE]



[CONTACT'S NAME]

[STREET ADDRESS]

[CITY, STATE/PROVINCE]

[ZIP CODE]

Dear [CONTACT'S NAME],

First of all, we would like to thank you for your polite request to interview one of our officers for the article you are writing about our business. We sincerely appreciate your interest in our firm and would like nothing more than to assist you in your endeavors.

With that being said, [NAME] is pleased to meet you in one of our offices located in [COMPLETE ADDRESS] on [DATE] at [TIME]. I believe that you will find him to be very knowledgeable regarding our business trade, as well as the roles we assume during our relationship with the industry.

If there is any more you would need from our end, please feel free to call me at [NUMBER].

Thank you very much and best wishes.

Sincerely,

[NAME]

[TITLE]

[CONTACT NUMBER]

[EMAIL ADDRESS]