

**Abroad Publishing Inc.**

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July 11, 2013

Soft Engineering  
4th Floor Eiko Building  
x-x-x Tenjin, Chuo-ku  
Hakata-shi, Fukuoka  
810-001

To: Ms. Michelle Craig

I am an editor for a language study magazine called *English Days*. I am writing to ask for an opportunity to have an interview with you.

*English Days* is a monthly magazine read by various generations from students to office workers in Japan. Our focus is to introduce English in real situations to readers through interviews with native English speakers from various fields.

We are interested in interviewing you about the communication training you are conducting for your new employees. From what we heard, we feel that the concepts and methods of the training are very unique and would be of great interest to our readers.

Would it be possible to arrange an interview with you? I will accompany a main writer who has been writing articles for us for several years. If it is convenient for you, I will phone at about five on the 16th to receive your reply. Should you have any questions, I can be reached by phone at 090-xxxx-xxxx or by e-mail at syoshida@ap.co.jp. Thank you for your consideration. I look forward to receiving a favorable reply from you.

Sincerely,

*Satomi Yoshida*

Satomi Yoshida

Abroad Publishing Inc.