

From: Kana Shimizu  
To: Maria Lewis  
Subject: Job interview

Dear Ms. Lewis,

Thank you for submitting your application to ABC Securities. I have reviewed your resume and would like to interview you for a sales manager position.

I can see you in my office at 10 a.m. on Feb. 19 or 3 p.m. on Feb. 21. Please let me know which date suits your schedule. If you prefer a different date, I will try to accommodate you. Please be prepared to discuss your sales and management experience.

Let me know if you have any questions. I look forward to meeting you.

Sincerely,

Kana Shimizu  
Senior Sales Executive  
ABC Securities, Inc.  
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