

Notification of Interest Assessment

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that we have received your application and your interest assessment is scheduled to take place on [Insert Date of Assessment].

Please make sure to bring the required documentation and arrive at least 15 minutes early to ensure a smooth process.

If you have any questions, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]