Dear Ma’am/Sir,

I hope this letter finds you well. We are writing to request an opportunity for our project team to conduct an interview with your office as part of our ongoing project.

As part of our project, we believe that insights from your office would be invaluable in understanding the current challenges and potential solutions related to our project. We are particularly interested in learning about your office's experiences, perspectives, and best practices in this area.

We would greatly appreciate it if you could spare some time for an interview. The information gathered will be crucial in helping us refine our project and ensure it meets the needs of all stakeholders. We assure you that all data will be treated with the utmost confidentiality and will only be shared with relevant team members.

We are flexible with the scheduling of the interview and would be happy to accommodate any time that works best for you. Please let us know your availability, and we will make the necessary arrangements.

Thank you in advance for considering our request. We look forward to the possibility of collaborating with you on this important aspect of our project.

Subject Instructor :

Uriel M. Melendres