**Task 2b: Model Email**

Dear Jennifer,

Thank you again for agreeing to meet with us next week.

As discussed, the purpose of the interview is so that we can better understand your role at Bradley & Co between 2017-2019 and particularly any work you did with Mr. Bradley. Please meet at our offices next Wednesday, [date] at 10am. The address is [address]. We anticipate the interview will take approximately two hours.

Finally, we understood from our prior discussions that you are not represented by counsel. If that is incorrect, please let us know the name of your counsel and we will contact him/her to coordinate next week’s meeting.

We look forward to meeting you. Please feel free to let me know if you have any questions in the interim.

Best,

[name]