



## In-Person Interview Confirmation

Subject: [Insert position title] | UGA Development & Alumni Relations

[Insert contact name]:

The [Insert position title] search committee looks forward to spending time with you in an interview on [Insert date/time]. This meeting will last approximately [Insert duration] and will take place at the Office of Development & Alumni Relations. Your interview itinerary is attached.

Please let me know if you have any questions.

## PARKING & OFFICE INFORMATION

The UGA Office of Development and Alumni Relations is located at [1 Press Place, Athens, GA 30601](#). Guest parking spots are available off N. Thomas St in the surface lot between 1 Press Place and the Classic Center. Additional guest spots are available in the lower parking lot off E. Broad St. As you enter the building through the main front doors, you'll see a staircase directly ahead and the entrance to the UGA Foundation office on the right. Go into the UGA Foundation office and [Wynell Harper](#) will be at the front desk. Let her know you have an appointment with me, and I'll be right down to get you.

Sincerely,

[Your name]