



SMU

SMU

October 20, 2024



Dear Sirs,  
We are pleased to inform you that your application for the position of [Job Title] has been shortlisted for an interview. The interview will be held on [Date] at [Time] in [Location]. Please bring your original documents and a copy of your CV. We look forward to meeting you.

Yours faithfully,  
[Name]  
[Title]

[Address]  
[City]  
[State]

and prepared to respond as necessary.

SMU



Jeanne Stevenson-Moessner  
October 26, 2017  
Page 2

we implement effective mass notification system so that we can properly