

# Sample Letter/Email - Candidate

Subject: Your Interview Visit to UNLV

Dr. \_\_\_\_\_:

I would like to take a minute to introduce myself.

I am the \_\_\_\_\_ in the \_\_\_\_\_ Department/College. I will be the recruiting coordinator for your visit and interview with the \_\_\_\_\_ Department at the University of Nevada, Las Vegas. I am the one who will process the paperwork to reimburse you for your expenses in conjunction with this interview.

In preparation to do this, I will need some information. Please enter the information in the space provided and send it to me via (a reply email or a fax to (702) 895-XXXX).

The information I need to proceed is:

1. Your full (legal) name:
2. Your address (this must be different from your place of work):
3. Your work phone and fax number:

Please inform me immediately of any special accommodation needs you may require during the interview process.

UNLV will, of course, reimburse you for qualified expenses. I will fax a copy of the UNLV Candidate Fact Sheet that explains what are and are not reimbursable expenses. It is very important that you provide me the **original** paid receipts for your expenses - not a copy of these receipts. Without the original receipt, UNLV may be unable to reimburse you for that expense.

I will coordinate your lodging directly with you. UNLV prefers to use non-gaming properties. I will email you with the details. If there is any change in the dates, please let me know immediately.

Thank you for your time. I hope you enjoy your visit with us. Should you have any questions, please call me at (702) 895-XXXX.

Sincerely,

(Name)

(Title)

Department name)

Box 45XXXX

4505 Maryland Parkway

Las Vegas, NV 89154-XXXX

(702) 895-XXXX

Fax: (702) 895-XXXX

Email: