

THE UNIVERSITY *of* TENNESSEE 

KNOXVILLE
COLLEGE OF LAW

Dear ____,

I am writing to thank you for taking your valuable time to share your negotiation experience with me. It is essential to learn about actual negotiations from an experienced lawyer in order to put my classroom material into perspective.

Again, I very much appreciate your time. Thank you.

With Regards,

[NAME]

Confirmation of Interview

Dear ____,

I am writing to confirm that we will meet for an interview for my ADR course at the University of Tennessee College of Law on ____ [date and time] at _____. The interview will be confidential.

Thank you very much for taking your time for the interview. I look forward to meeting with you soon.

With Regards,

[NAME]