

Interview Scheduling Confirmation

Dear [Journalist's Name],

Thank you for your interest in interviewing [Interviewee's Name/Position]. We are pleased to confirm your interview scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location/Link to Virtual Meeting Platform]

Please let us know if you have any specific topics or questions you would like to cover during the interview. We look forward to your engaging conversation.

Best Regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]