

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to confirm my availability for the interview scheduled on [Date] at [Time]. I appreciate the opportunity and look forward to discussing my candidacy for the [Job Title] position.

Please let me know if there are any additional materials or information you would like me to prepare prior to our meeting.

Thank you for your consideration. I am eager to speak with you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]