

# Candidate Interest Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally confirm my interest in the [Position Title] position at [Company Name] as discussed during our recent conversation/interview on [Date].

I am excited about the opportunity to contribute to [Company Name] and am looking forward to the next steps in the hiring process. Please let me know if you need any additional information from my side.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]