

Interview Appointment Acknowledgment

Date: [Insert Date]

[Applicant's Name] [Applicant's Address] [City, State, Zip Code] [Email Address] [Phone Number]

Dear [Interviewer's Name],

I am writing to formally acknowledge the interview appointment scheduled for [insert date and time] for the [insert position title] position at [Company Name]. I appreciate the opportunity to discuss my application and learn more about your team.

Please let me know if there are any materials you would like me to bring or if there are any changes to the scheduled time.

Thank you once again for this opportunity. I look forward to our conversation.

Sincerely,

[Applicant's Name]