

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to confirm my interview for the [Position Title] scheduled on [Date] at [Time]. I appreciate the opportunity and am looking forward to discussing my qualifications and experiences with you.

Please let me know if there are any documents or information you would like me to bring along.

Thank you once again for the opportunity. I look forward to our meeting.

Sincerely,

[Your Name]