

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you for inviting me to interview for the [Job Title] position at [Company's Name]. I am excited about the opportunity to discuss how my skills and experiences align with the goals of your team.

I would like to confirm my availability for the interview on [Date] at [Time]. Please let me know if there are any materials you would like me to bring or any specific topics you would like to cover.

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

Sincerely,

[Your Name]