

Dear [Candidate's Name],

This is a friendly reminder about your upcoming interview for the [Job Title] position at [Company Name].

Details of the interview are as follows:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Interview Location]
- **Interviewer(s):** [Interviewer Names]

Please let us know if you have any questions or if you need to reschedule. We look forward to meeting you!

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]