

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm our interview scheduled for [Date] at [Time]. The interview will take place at [Location]. I appreciate the opportunity to discuss my application for the [Job Title] position.

Please let me know if there are any documents or information you would like me to bring along. I look forward to our conversation.

Thank you for this opportunity.

Sincerely,

[Your Name]