

Interview Schedule Acknowledgment

Date: [Insert Date]

Dear [Interviewer's Name],

Thank you for your email regarding the scheduled interview for the [Job Title] position. I would like to formally acknowledge the interview scheduled for [Date] at [Time], which will take place [Location/Platform].

I appreciate the opportunity and look forward to discussing my qualifications and experiences with you. Please let me know if there are any materials I should prepare or bring to the interview.

Thank you once again for this opportunity. I look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Contact Information]