

Interview Acknowledgment Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Interviewer's Name]

[Station Name]

[Station Address]

[City, State, Zip Code]

Dear [Interviewer's Name],

Thank you for scheduling the radio interview with me regarding [Topic of Discussion]. I appreciate the opportunity to share my thoughts and insights on your platform.

As agreed, the interview will take place on [Date] at [Time]. Please let me know if there are any specific topics you would like me to prepare for, or if there's anything else you need from me beforehand.

I look forward to our conversation and being a part of your program.

Best regards,

[Your Name]

[Your Position]

[Your Organization]