

# Affirmation of Scheduled Radio Interview

Date: [Insert Date]

To: [Interviewee's Name]

[Interviewee's Address]

[City, State, Zip Code]

Dear [Interviewee's Name],

We are pleased to confirm your scheduled radio interview with [Radio Station Name] on [Date] at [Time]. The interview will be conducted by [Interviewer's Name] and will cover [Brief Description of Topics].

Please ensure you are available at least 10 minutes prior to the scheduled time. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

We look forward to your participation and are excited about the insights you'll share with our audience.

Best regards,

[Your Name]

[Your Position]

[Radio Station Name]

[Contact Information]