

Availability for Internship Interview

Date: [Insert Date]

To [Recipient's Name],

I hope this message finds you well. I am writing to express my gratitude for considering my application for the internship position at [Nonprofit Organization's Name]. I am excited about the opportunity to contribute to your team and support your mission.

Regarding the interview, I would like to share my availability:

- [Day, Date] - [Time Range]
- [Day, Date] - [Time Range]
- [Day, Date] - [Time Range]

If these times are not convenient, I am more than willing to adjust to suit your schedule.

Thank you once again for this opportunity. I look forward to your response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

[Your Address]