

Interview Confirmation

Dear [Candidate's Name],

Thank you for your application for the [Position Title] at [Agency Name]. We are pleased to inform you that your interview has been scheduled.

Date: [Date]

Time: [Time]

Location: [Agency Address]

Please confirm your availability for this date and time. Should you need to reschedule, feel free to contact us at [Contact Information].

We look forward to meeting you!

Sincerely,
[Your Name]
[Your Position]
[Agency Name]