

Confirmation of Informational Interview

Dear [Interviewer's Name],

I hope this message finds you well. I am writing to confirm our upcoming informational interview scheduled for [Date] at [Time]. I appreciate your willingness to share your insights and experiences in [Industry/Field].

We will meet at [Location/Platform] as discussed. Please let me know if there are any changes or if you need any additional information from my side.

Thank you once again for this opportunity. I look forward to our conversation!

Best regards,

[Your Name]

[Your Contact Information]