

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of an interview appointment for the [Position Title] at [Company Name]. I am very enthusiastic about the opportunity to discuss my qualifications and potential contribution to your team.

Please let me know if you have any available slots in the upcoming weeks. I am flexible with timing and can adjust to your schedule.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]