

Interview Availability Acknowledgment

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We have received your application and are pleased to inform you that we would like to proceed with an interview.

Please let us know your availability for the following dates and times:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

If none of these options work for you, please feel free to suggest alternative times that better suit your schedule.

We look forward to speaking with you soon.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]