

Job Application Task Scheduling

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule a time for our upcoming discussion regarding my application for the [Job Title] position.

Could we possibly arrange a meeting on [Proposed Date] at [Proposed Time]? I am flexible with the time and can adjust according to your availability.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email]