

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Program Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my interview for the graduate program in [Program Name] at [University Name]. I appreciate the opportunity to discuss my application and learn more about the program.

The interview is scheduled for [Date] at [Time], and I look forward to meeting you and the faculty members. Please let me know if there are any materials you would like me to bring or if there are any changes to the agenda.

Thank you once again for this opportunity.

Sincerely,

[Your Name]