

Job Interview Assurance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my sincere appreciation for considering my application for the [Job Title] position at [Company's Name]. I am writing to confirm my availability for the job interview scheduled on [Insert Date] at [Insert Time].

Thank you for the opportunity. I look forward to our meeting and discussing how I can contribute to your team.

Best regards,

[Your Name]