

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for the opportunity to interview for the [Position Title] at [Company's Name]. I am writing to confirm my participation in the interview scheduled for [Date] at [Time]. I am looking forward to discussing my qualifications and learning more about the team.

Please let me know if there are any materials you would like me to prepare or bring for our meeting.

Thank you again for this opportunity. I look forward to speaking with you soon.

Sincerely,

[Your Name]