

# Interview Confirmation

Dear [Interviewee's Name],

Thank you for agreeing to participate in an interview for our news segment titled "[Segment Title]." We are pleased to confirm the details of your interview:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location / Virtual Link]
- **Duration:** Approximately [Insert Duration]

Please let us know if you have any specific topics you would like to discuss or if you require any accommodations.

We look forward to your insights and contributions to our segment.

Best regards,

[Your Name]

[Your Position]

[Company / Organization Name]

[Contact Information]