

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 am writing to confirm the timing of my interview scheduled for the [Position Title] position at [Company's Name]. I would like to verify that the interview is set for [Insert Date] at [Insert Time] [AM/PM] [Insert Time Zone].

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

Sincerely,

[Your Name]