

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous conversation regarding the interview for the [Job Title] position at [Company Name]. I wanted to confirm the date and time of the interview scheduled for [Original Date and Time].

If there have been any changes or if you need to reschedule, please let me know, and I will do my best to accommodate. Thank you for the opportunity, and I look forward to our meeting.

Best regards,

[Your Name]

[Your Contact Information]