

# Clarification on Interview Scheduling

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my interview schedule for the [Job Title] position. I would like to confirm the date and time of the interview as well as the mode (virtual or in-person).

As per our previous communication, I believe we were looking at [Proposed Date and Time], but I want to ensure that this is still accurate. Additionally, if there is any other information or documentation required prior to the interview, please let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Professional Website]