

Subject: Interview Schedule Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm our scheduled interview for the [Job Title] position at [Company Name].

Date: [Proposed Date]

Time: [Proposed Time]

Location: [Interview Location/Link if virtual]

Please let me know if the above details are accurate or if any changes need to be made. I look forward to our conversation.

Thank you for your time.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]