

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Program Coordinator's Name

Residency Program Name

Institution Name

Institution Address

City, State, Zip Code

Dear [Program Coordinator's Name],

Thank you very much for your invitation to interview for the [Residency Program Name] on [Date]. I am honored to have the opportunity to meet with you and the faculty, and I am excited to learn more about your program.

I am pleased to confirm my attendance and look forward to our meeting. If there are any materials or further details you would like me to prepare beforehand, please let me know.

Thank you again for this opportunity. I look forward to visiting [Institution Name] and discussing how I can contribute to your program.

Sincerely,

[Your Name]