

Dear [Recipient's Name],

This is a friendly reminder regarding your scheduled grant interview with [Organization Name] on [Date] at [Time]. The interview will take place at [Location/Platform].

Please ensure you have all the necessary documents and materials prepared for the discussion. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

We look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]