

Interview Appointment Assurance

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm my appointment for an interview for the position of [Job Title] at [Company's Name] on [Date] at [Time]. I appreciate the opportunity and look forward to discussing how my skills and experiences align with the goals of your team.

Please let me know if there are any documents or information you would like me to bring along for our meeting. Thank you once again for the opportunity.

Best regards,

[Your Name]