

Letter of Intent to Attend Job Interview

John Doe

123 Main Street

City, State, ZIP Code

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Phone: (123) 456-7890

Date: October 1, 2023

Hiring Manager

Company Name

Company Address

City, State, ZIP Code

Dear Hiring Manager,

I am writing to formally confirm my intent to attend the job interview for the [Job Title] position at [Company Name] on [Date] at [Time]. I appreciate the opportunity to discuss my qualifications further and to learn more about your team.

Thank you for considering my application. I look forward to our meeting.

Sincerely,

John Doe