

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Interviewer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Interviewer's Name],

Thank you for inviting me to interview for the [Job Title] position at [Company Name]. I am excited about the opportunity to discuss my application and how I can contribute to your team.

I am available to meet on [insert dates and times you are available], but I am happy to accommodate your schedule. Please let me know what time works best for you.

Thank you once again for this opportunity. I look forward to our conversation.

Sincerely,

[Your Name]