

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm my interest in the [Job Title] position and would like to propose scheduling an interview.

I am available on [insert two or three specific dates and times] but can adjust my schedule to accommodate your availability.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Best regards,

[Your Name]