

[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 letter finds you well. I am writing to express my enthusiasm for the upcoming Quality Assurance interview for the [specific position] at [Company Name] scheduled on [date].

To prepare thoroughly, I would appreciate any guidance you can provide regarding the interview format and key focus areas. I am keen on understanding the specific tools and methodologies your team utilizes, as well as any anticipated challenges in the role.

Thank you for your time and assistance. I look forward to our conversation.

Warm regards,

[Your Name]