

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in participating in the QA interview panel for [position title or project name] at [Company's Name].

I have a strong background in quality assurance, with [number] years of experience in [specific relevant experience or previous roles]. I believe my skills in [mention key skills or tools relevant to QA] would add valuable insight to the interview process.

I am available for a meeting at your convenience to discuss my participation further. Thank you for considering my application. I look forward to the opportunity to contribute to the selection of a suitable candidate.

Best regards,

[Your Name]