

[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 confirm my attendance for the Quality Assurance interview scheduled on [Date] at [Time]. I would like to express my gratitude for the opportunity and look forward to discussing how my skills and experiences align with the needs of your team.

Please let me know if there are any materials or information you would like me to prepare in advance.

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

Best regards,

[Your Name]

[Your Job Title (if applicable)]