

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my sincere appreciation for the opportunity to interview for the [Job Title] position at [Company Name]. I am very excited about the opportunity to join your team and contribute to [specific goals or values of the company].

I would like to confirm my availability for the interview on [Date and Time]. Please let me know if there are any materials or information you would like me to prepare in advance.

Thank you once again for the opportunity. I look forward to speaking with you soon.

Warm regards,  
[Your Name]