

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

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

Dear [Interviewer's Name],

I hope this message finds you well! I want to express my gratitude for the opportunity to interview for the [Job Title] position at [Company's Name]. I am thrilled to confirm my availability for the interview scheduled on [Date] at [Time].

I look forward to discussing how my skills and experiences align with the goals of [Company's Name] and exploring how I can contribute to the team. Thank you once again for this exciting opportunity. Please let me know if there are any materials I should prepare or bring along.

Warm regards,

[Your Name]