

[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 wanted to take a moment to remind you about our upcoming interview scheduled for [date] at [time]. I'm looking forward to the opportunity to discuss [position title] with you and learn more about [Company's Name].

If there are any changes or if you need to reach out to me before our meeting, please feel free to do so.

Thank you once again for this exciting opportunity. See you soon!

Warm regards,

[Your Name]