

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Confirmation of Interview

Dear [Recipient Name],

I am writing to confirm my interview for the position of [Job Title] at [Company Name], scheduled for [Date] at [Time].

Please let me know if there are any documents or further information required prior to the interview.

I appreciate the opportunity and look forward to speaking with you.

Sincerely,

[Your Name]
[Your Contact Information]