

Formal Interview Confirmation Letter

Subject: Confirmation of Interview “ [Position Name]

Dear [Interviewer's Name],

I am writing to confirm my interview for the position of [Position Name] at [Company Name], scheduled on [Date] at [Time]. I am looking forward to discussing my qualifications and learning more about the role and your organization.

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

Thank you for the opportunity. I look forward to meeting with you.

Sincerely,

[Your Name]

[Contact Information]

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