TO: [person who sent you the invitation or the addressee specified in their message]
CC: [others who were copied on the invitation message]
Subject: RE: [subject from the invitation message] ***OR*** Subject: Confirming Interview on [date and time]

[Name of the addressee, like Mr. Jones]:

Thank you for the invitation to interview for the [job title] position. I am very interested in learning more about this opportunity.

I assume that I will be speaking with you and, possibly, one or two other people. Please, if possible, share the names and job titles of the other people who will be interviewing me.

If I should expect to spend more than two hours, please give me your best estimate of the amount of time needed.

The best times for me to attend this interview are: [first preference for date and time] or, if that is unavailable, [second preference for date and time]. Let me know which date is best for you.

I look forward to speaking with you. Thank you again for this invitation.

Best regards,
[your full name]
[best phone number for your job search]