Sample Message Confirming Date and Time When Details Are Fine

An invitation may provide complete information would give the date and time for the interview and answer the questions you may have asked. Or, you may have sent the message above and received a response with the information you requested.

When you agree with the chosen date and time, send a short and simple message, like this:

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 responding message]

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

*Confirming the interview on*[date]*at*[time]*at* [location]*to speak with* [names]*about*[job title]*.*

*I look forward to speaking with you [and/or other names] and am very interested to learn more about this opportunity.*

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