To:

From:  
  
Subject:

Dear Dr. Murphy,

This is to confirm my attendance at an interview with you on November 14, 2013. This interview will take place at 2 pm at your office on the campus of Christopher Columbus University, which is located at 323 Higher Education Boulevard in Columbus, SC. The purpose of the interview is to discuss my candidacy for the position of director of international studies with your institution.  
I have already made arrangements to arrive in Columbus on November 13, 2013 so that I will be there in plenty of time for our interview the following day. Even so, I have allowed for some flexibility in my travel plans so that if last minute changes to our meeting are needed, I will be able to accommodate them. Please feel free to call me at 545-888-5598 if any changes are needed, and I will gladly make any possible adjustments to my schedule.

I am looking forward to our meeting on November 14 in addition to finding out more about the position you have available. In the meantime, do not hesitate to call me if you have questions about anything that is included on my curriculum vitae, or to talk more in general. Thank you for the opportunity to interview for this position.

Sincerely,  
Mr. Michael Witherspoon  
Mr. Michael Witherspoon