To:

From:

Subject:

Dear Ms. ……….,

Thank you for your consideration and the invitation to interview for the Social Media Manager role at XYZ Company. I am available this Wednesday at 1:30 pm, and I look forward to meeting with you to discuss this position in more detail.

Please let me know if I can provide any additional information prior to our meeting on Wednesday afternoon at your offices.

Sincerely,

………………………….

Phone: (555) 555-1234