To:

From:  
  
Subject:

Dear Mrs. Principal,  
  
  
Thank you very much for your invitation to interview for the 8th grade English teacher position. I look forward to the opportunity to meet with you and to discuss my potential contributions to your already thriving school. I am available on Tuesday, December 9, 2014 at 9:00A.M. Please let me know if this is a convenient time for you. Again, I appreciate this opportunity.  
  
Sincerely,  
  
My name