To:

From:

Subject:

Dear Mr. Broadbent,

I am writing this email to confirm my interview with you which is scheduled to take place on August 3, 2015 at 3:00pm CDT (Central Daylight Time). This interview will be held in your office at Global Sustenance, which is located at 5656 North Calorie Way in Carb, TX. My understanding is that we will discuss my qualifications for the position of Chief Operating Officer within your company during this time.

My travel arrangements are already secure, and I plan to arrive in Carb, TX on August 2, 2015. This will give me time to familiarize myself with my surroundings and prepare for our interview the next day. I understand that sometimes things come up at the last minute, and I am always willing to adjust my travel plans as needed. If you need to make any changes, please call me at 555-228-6234 and I will happily modify my schedule accordingly.

I look forward to meeting with you on August 3 and learning more about the available position within your company. Please feel free to call me if you have any questions or would like to discuss anything with me prior to our interview. Thank you for your time and for the opportunity to meet with you regarding this position.

Sincerely,

Mrs. Carly Roper