To:

From:

Subject:

Ms. Interviewer,

Thank you for inviting me to interview for a position as a customer service representative with XYZ Company. I am very excited to be considered for this position, and I look forward to having a chance to meet with you. Per the scheduling options suggested in your email, I would like to schedule an interview with you on Monday, June 15 at 10 a.m. CST. It is my understanding that the interview will take place at your corporate office, which is located at 1234 Anydrive in City, State. Please confirm if this time is convenient for you, and that I have the correct location.

I look forward to meeting you in person and sharing information on how I can be an asset to XYZ Company.

Regards,

Amy Interviewee

Your Phone Number Here