To:

From:

Subject:

Mr. Gatekeeper,

I am following up on your invitation to interview for a position with ABC Corporation. I appreciate your kind response to my resume and would definitely like to come in for an interview. I can meet with you any time that is convenient for you on Monday, June 15 or Tuesday, June 16. Please let me know what time works best for your schedule, and I will be there. Please reply with the address where the interview will be held and let me know if there are any special parking instructions.

I look forward to interviewing with you and learning more about employment opportunities with ABC company.

Sincerely,

Joey Job Hunter

Your Phone Number Here