To:

From:

Subject:

Ms. Screener,

Thank you so much for inviting me to schedule a telephone interview to speak with you about the possibility of joining the Acme Widget company team. I am very excited about the opportunity to learn more about the position and discuss how my background meets your company's needs in further detail.

Out of the dates you suggested, my preference would be to speak with you the morning of July 24. I can be available to speak with you by telephone any time between 9 a.m. and 3 p.m. that day. Please reply to let me know what time works best for you. If you'd like me to call you, please let me know what number to use. If you'd prefer to initiate the call, you may reach me at ###-###-###.

I look forward to speaking with you at the agreed upon time.

Sincerely,

Susie Job Seeker