To:

From:

Subject:

Mr./Ms. [Recruiter or Hiring Manager],

Thank you for calling me to schedule an interview. I’m sorry that I couldn’t take your call earlier. I am available to interview with you on [Day of the Week], [Date] at [Time, AM/PM, Timezone]. I understand the interview will be held in [Company Office] at [Address].

Please let me know if the time and interview location works for you. I look forward to meeting you soon. To contact me, please call me at this number or email me at [Email Address].

Thank you,

[Your Name]