



Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Company  
Address  
City, State, Zip Code

Dear [Name of Addressee]:

Greetings.

I would like to thank you for your invitation to interview me for the position of [job title] at [name of company]. I am very interested in learning more about the opportunity that you are presenting to me.

As discussed, the interview shall be set at your office at [time] on [date]. I shall bring with me a copy of my resume as well as the completed application for employment at this time. Should the interview be expected to last over an hour, please inform me so that I may arrange my schedule accordingly.

I look forward to speaking with you soon.

Sincerely,  
Your Name and Signature