**Interview confirmation email sample**

Dear Mr.../Ms...,

I want to thank you for the opportunity to attend the interview for the post of (insert the post name) inside (insert the company name). I am writing to confirm my presence on (insert the time and date) at the company’s headquarter.

I am very enthusiastic and I will do my best to take advantage of the chance of presenting myself as to prove that I am the right candidate for this position.

Please, reply to this email confirming the meeting schedule, and let me know if there is any documentation I need to bring with me. Also, for further modification, feel free to contact me at (insert the phone number).

I look forward meeting you, and find out more about the employment at (insert the company name), a company that has aroused my interest since a long time.

Your sincerely,

(insert your name)