

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Confirmation of Interview Appointment

Dear :

This is to confirm that I am scheduled for an interview on Date at 9:00 a.m. for the position of sous chef. I also understand that I am required to prepare four dishes after the formal portion of the interview.

I look forward to meeting you and please do not hesitate to contact me if you need anything prior to the interview.

Sincerely,

N A M E