[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: CONFIRMATION OF INTERVIEW APPOINTMENT**

Dear [CONTACT NAME],

Thank you for your request to interview one of our employees regarding the article you are writing about our business.

[NAME OF INDIVIDUAL] will meet with you at our offices,at [ADDRESS], on [DAY], [DATE], at [TIME]. I believe that [NAME OF INDIVIDUAL] will be able to provide you with all the relative information you require.

Thank you for your interest in our Company.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]