Subject: Interview confirmation – [Job Title] – [Your Name]

Dear [Interviewer's Name],

Thank you for inviting me to an interview for the [Job Title] position. I confirm that I will attend on [day, date] at [time] at [address].

Could you please let me know if I should bring any documents, and who I should ask for at reception?

I look forward to meeting you.

Kind regards,
[Your Name]
[Cell number]

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