

Professional Email for Internship

Subject Line:

Confirmation of Interview Appointment for Project Manager Position – Jane Doe

Salutation:

Dear Ms. Henderson,

Introduction:

Thank you for inviting me to interview for the Project Manager position at Innovatech Solutions. I am writing to confirm the details and express my enthusiasm for the opportunity to discuss how my skills and experiences align with the needs of your team.

Body:

As per our phone conversation, I understand the interview is scheduled for:

- **Date:** Wednesday, March 15th
- **Time:** 2:00 PM
- **Location:** Innovatech Solutions headquarters, 123 Business Rd., Conference Room B
- **Interviewer:** John Kramer, Senior Project Manager

Please let me know if any of these details are incorrect or if there are any documents or materials you would like me to bring along, in addition to my resume and portfolio.

I am very much looking forward to discussing my project management experiences in more detail and learning more about the upcoming projects at Innovatech Solutions that I hope to contribute to.

Closing:

Thank you again for this opportunity. Please feel free to contact me if there are any changes or additional information needed ahead of our meeting. I am looking forward to our conversation on Wednesday.

Signature:

Warm regards,

Jane Doe

[Your Contact Information]

Phone: (555) 123-4567

Email: jane.doe@email.com