

To: [Recipient's Email Id]

CC: [Your Email ID]

Subject: Social Media Manager - Thank You For Considering My Candidacy For The Interview

Dear [Mr./Ms./Mrs.] [Name of the hiring person],

Thank you for considering me as an eligible candidate for the interview for the Social Media Manager position. I appreciate the opportunity that you have provided me with. I confirm my availability and looking forward to attending the interview at your office.

Regarding the documents for the interview, should I also bring my ID cards or only the educational certificates are enough for the interview? Please let me know.

Other than this, if there is any other information you need, please let me know. Once again, thank you for giving me the opportunity to attend the interview.

Sincerely,

[Your First Name] [Your Last Name]

[Contact Number]





