

Subject: Confirmation: On-Site Interview and Presentation - [Your Name]

Dear [Interviewer Name],

Thank you for the opportunity to interview for the [Job Title] position. This email serves to confirm the details of my upcoming on-site interview.

**Date:** [Date]

**Time:** [Time]

**Location:** [Office Address/Meeting Room]

**Contact Person:** [Name of Person to Ask for Upon Arrival]

As requested, I have prepared a presentation on [Topic of Presentation]. I will bring my laptop and a copy of the presentation on a USB drive. Please let me know if there are specific technical requirements or if you would like me to provide printed handouts for the team.

I look forward to meeting with you and the team to discuss how my skills can contribute to [Company Name].

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email]