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Confirm receipt of documents

This is typically required only if you want to reply to a meeting request. It serves as a great email introduction. Use simple sentences such as: "I received the meeting request that you sent on" or "This is a reply to the meeting that you requested on ...". Unless the meeting is an internal one or you already know the person, it is good practice to thank them for their interest in meeting you. It is considered standard business etiquette. Needless to say, you only have to thank them in the first response. If this is not your first reply, then skip this part. Example sentence: "Thank you for the meeting request. I appreciate your interest in meeting me to discuss...." The most important part of the whole email. Confirm your attendance to the meeting using your favourite affirmative phrase. Mention the date and the time to be on the safe side and to avoid confusion. The simple "I confirm my attendance to the meeting at [location] on [date and time]" will do just fine. If you are replying to a confirmation email, then skip this step. You only need to ask for the other person's attendance confirmation if they haven't already done so. In situations where email confirmations don't apply, a somewhat informal and shorter version may be needed. The meeting agreement was verbal. You know the person whom you are about to meet fairly enough. The meeting itself is not formal. You don't have access to email. "Dear John, just want to confirm our meeting at 12 PM today. Looking forward to seeing you." Remind them that a meeting has been scheduled. Mention the date, time, and location. Ask them to confirm their attendance within a time frame. For example: "I appreciate that you reply to this email or call to confirm the meeting no later than 12 PM so that we can make the proper arrangement". More examples below. Dear [Recipient Name] I am writing to confirm your meeting with [person or group of people] on [date] at [location]. If you require any assistance in finding the location please contact [me, us] on [phone number, email]. I genuinely appreciate a prompt confirmation from your side. Looking forward to meeting you there. Best Regards Dear [recipient name], I would like to confirm our meeting [tomorrow] at [time]. I appreciate your acknowledgement to the same. Looking forward to meet you. Best Regards Dear [recipient name], This email is to confirm our meeting [tomorrow] at [time]. If for any reason you were unable to make it, I appreciate an early notice, otherwise I hope to see you then. Best Regards Dear [recipient name], I am sending you this email to confirm our meeting [tomorrow] at [time]. I appreciate a similar confirmation from your side so that we are both on the same page. Looking forward to meeting you. Best Regards 1) Title your email properly possibly with "Meeting Confirmation" 2) Re-mention the date, time, and location of the meeting so that there is no chance of confusion. 3) Request the other side to confirm the meeting as well except for confirmation replies. Example: ----- Dear [Person Name], With reference to our meeting at [location] on [meeting date and time], I am confirming my attendance as agreed and hope I am not asking for too much if I ask you to confirm yours as well. Looking forward to seeing you soon. Best Regards Dear [Recipient Name], Thank you for confirming your attendance to the meeting at the date and time mentioned below. I also confirm my availability for the meeting and look forward to seeing you soon. Best Regards Dear [Mr. John], My name is [] and I am contacting you on behalf of [Mr. Boss] to confirm his attendance at the meeting that is scheduled tomorrow at 5 PM. I appreciate a similar confirmation from your side at your earliest convenience to make sure that [Mr. Boss] is available and ready to meet you. If you wish to cancel or reschedule, please inform me immediately so that I can make the necessary adjustments. Looking forward to your response. Best Regards Dear [Recipient Name], I writing you this message to confirm my availability for tomorrow's meeting as agreed before. I appreciate if you could do the same and confirm your attendance as well. If you wish to cancel to reschedule then, please inform me ASAP and will agree on another date. Thank you and looking forward to seeing to seeing you. Regards Dear [Recipient Name], Thank you for email and the meeting request. I would be more than delighted to meet you and discuss [some topic]; however, I will not be available on 13 March and would like to reschedule the meeting to the 15th if that is ok with you. Looking forward to your reply and your confirmation to the new date and time. Best Regards 1) Express your intent to meet someone 2) Explain the reasons for why you want to meet them 3) Propose a date and time 4) Offer the other person the opportunity to change the proposed date and time. 5) Request from the other person a confirmation of the proposed date and time. Dear [Recipient Name] I would like to confirm our meeting that was scheduled on [date]. We shall meet at [location] as decided before. Looking forward to meeting you there. Best Regards Dear [Recipient Name] I am writing to confirm my meeting with [person or group of people] which was scheduled on [date] at [location]. I genuinely appreciate a prompt confirmation from your side. Best Regards See Also Business Acknowledgement Letter Sample From the resume you submit to your final interview, every interaction with a hiring company is part of your job application. Your interview confirmation email reply is no exception. It's one of the first messages that the hiring team gets from you and it says a lot about you, from how you approach upcoming appointments to the language you use in business communication.Even the act of sending a confirmation is important. It lets the interviewer make sure that you have the same date and time written down, and it conveys that you respect their busy schedule.Sending an interview confirmation also gives you the chance to check on important details. Mistakes happen. Even if you have it right in front of you that the hiring manager suggested Thursday at 3 p.m., it's safest to double-check. You don't want to miss your interview because the hiring manager thought you'd be meeting at 2 p.m.So, how should you word your confirmation email? Keep reading for some content tips on how to craft your interview confirmation email reply, plus templates you can use to create your replies. But first...When do you send the email? Timing and exceptionsPlan to send your email confirmation reply soon after you schedule the interview. The one exception is when the hiring manager tells you that they'll be sending you a confirmation from their end. In that case, ask them when you can expect to receive that confirmation. If you haven't received anything one to two business days after the date the hiring manager quoted, you can send a follow-up:Hello Mr./Ms./Mx. {last name}/ Hi {first name},It was a pleasure to speak with you on {day} and schedule my interview at {company} for {date and time}. I'm writing because I have not received a confirmation email. Can you confirm that we will still be meeting on {date and time} as we discussed?Thank you for your time. I look forward to meeting you and further discussing how I can contribute to {company}.Kind regards,{your name}If you do get the confirmation email as scheduled, a brief reply is courteous:Hello Mr./Ms./Mx. {last name}/Hi {first name},Thank you for the confirmation. I appreciate the opportunity to meet you and look forward to seeing you on {date and time} at {location}.Kind regards,{your name}You can also use this confirmation, or any confirmation reply, to ask for any further details you need to arrive prepared. What to include in your interview confirmation email replyEvery email you send to a hiring manager, including the interview confirmation reply, should be three things:ProfessionalPositivePreciseThink of them as the three P's. They're how you strike those elusive balances between brevity and warmth, and between formality and approachability. When you get that right, you're set up to impress any hiring manager.Here's what you need to include:The subject lineSubject lines are first impressions. How you phrase the subject of your interview confirmation tells the hiring manager how you go about introducing business messages. Keep your email's subject line as brief as possible, while still including the basics:The words "interview confirmation" in some configurationThe job titleYour nameMarketing pros say that 41-character subject lines are optimal because that's the maximum length of a subject line on an iPhone screen, which is the most popular device for checking messages. The next best benchmark is 70 characters, which is the length of a Gmail subject line. This is a much easier character limit to adhere to:Junior Copywriter Interview Confirmation: Margaret Schuyler (59 characters)Confirming Junior Copywriter Interview with James Mulligan (58 characters)Even relatively long names can fit:Junior Copywriter Interview Confirmation: Alexander Laurens-Hamilton (69 characters)Including your name is an important step because it helps the hiring department to sort emails more effectively. For example, if the hiring manager forwards your email to a colleague, your name won't be in the subject line anymore, but the colleague can still keep track of who sent the message. It shows that you're thinking about what the hiring department needs, and that's a point in your favor.A greetingThe greeting line of an email sets the tone for the message, especially in terms of formality. You can get a sense of where this company falls on the formality spectrum by looking at the interview invitation email if there was one. If you received a phone call to schedule the interview, gauging formality will be a little bit harder, but you can get a lot of information from the company's website and other published content.If you do have an email to work from, look at how the hiring manager greeted you. Did the person call you by your first name or last? Either way, do the same in your confirmation email. Your two best bets are:Hi {first name}, Hello Mr./Ms./Mx. {last name},The classic "Dear Mr./Ms./Mx. {last name}" is a possibility if the company has an extremely formal style, but it might come across as too formal for a short email. "Hello" is a safer bet — it's not too casual and most readers will feel that it sounds more contemporary.Formal address and genderIf you don't know the hiring manager's gender identity, crafting a more formal address can be stressful. Before you give up, look at the person's email signature. An increasing percentage of professionals are adding their pronouns to their email signature. Use "Mr." for people with he/him pronouns, "Ms." for those with she/her pronouns, and "Mx." (pronounced "mix") for people with they/hem or other gender-neutral pronouns.If there are no pronouns on the person's email signature, check if they have a bio on the company website and find out what pronouns the bio uses. If you still don't know, default to the person's full name. It's better to say "Hello Alex Smith" than to start on the wrong foot by misgendering a person. Why you're writingAfter you've greeted the hiring manager — or another member of the hiring team who's been communicating with you — tell them why you're writing. The purpose of the email should be somewhat obvious based on the subject line, but it's good manners and good composition to begin by clarifying.If you're replying directly to an interview scheduling email, keep it simple:Thank you again for the opportunity to interview at {company}.If this is a new message, start with something like:I'm writing to confirm the details of my upcoming interview for the {job title} position at {company}.A thank-youWithout going over the top with effusiveness, express your gratitude for the opportunity to interview. If you're replying to a message that complimented your qualifications, you can reference the compliment here:Thank you for your kind words about my resume. I look forward to speaking with you about how I can use my experience in {discipline} to benefit {company}.However, it's generally enough just to thank the hiring manager for choosing you for an interview:I'm grateful for the opportunity to discuss what I can do for you at {company}.Thank you for selecting me as a candidate for the {title} position.Sentences like these are more than niceties. They're reminders that the hiring department specifically selected you to interview, so they point you in a positive light in the hiring manager's mind.Restating the time and placeAs obvious as it might sound, it's important to explicitly state the time and place for the interview when you confirm. This prompts the hiring manager to cross-check their calendar to make sure that you have all of the correct details. If there's any kind of mismatch, the hiring manager can reply and fix the confusion before the day of the interview.Questions and confirmations of what you should bringStandard practice is to bring at least five copies of your resume to an interview, more if there will be multiple interviewers in the room. Even if you know the hiring manager has a copy already, you want to be ready in case they ask for more. There might be someone in the interview who doesn't have a copy on hand, or the hiring manager might want a hard copy for your file.To show that you understand interview etiquette, indicate in your confirmation reply that you'll have those copies on hand. It makes an efficient and professional segue into asking what else the interviewer wants you to have:I will be there on March 2 at 2 p.m. with several copies of my resume in hand. Let me know if there is anything else I should bring.If the hiring manager has already asked you to bring something with you, confirm that as well.As requested, I will have six copies of my resume, a copy of my reference list and a photo ID to enter the building.I will be there and ready at 12:30 p.m. on April 6 with a copy of my resume and my portfolio. Is there anything else that I should have on hand? Other questions you may haveFeel free to use the email confirmation reply to ask any logistical questions you might have about the interview. Don't worry about inconveniencing your email's recipient or taking up too much of their time. They're much more likely to appreciate that you take the interview seriously and want to make sure you don't delay it by getting lost or forgetting something.To figure out what you need to ask, go over the day of the interview in your head. Picture yourself getting there, parking (if applicable), walking into the building and asking for your interview contact. Any time there's a blank spot in your mind — are there multiple offices in the building? How will you find the right one? — write it down as something to ask.Questions could include:The building's exact locationThe correct floor or departmentParking protocolThe name of the person to ask for at the front deskWhat you need to enter the building (photo ID, etc.)If the interview will take place via videoconference, make sure you have the meeting link or ID. Check whether the hiring manager has given a password, and if not, ask if you need one. A sign-offLike the greeting, this is an element of an interview confirmation email that can easily get stressful. Is "best" too casual? Is "sincerely" too formal? There are no hard-and-fast rules, and the interview invitation you received is still a good guide. If they used Best, so can you. If they prefer Sincerely, you won't come across as too formal if you use it yourself.Still in doubt? Go with something middle-of-the-road like Kind regards. Experts like this closing because it has warmth and approachability to it and it works for both formal and less formal business communications.Your name and contact informationAny time you're communicating with a hiring company, it's a courtesy to include your email address and phone number as part of your message signature. It's also considerate to add any contact details that you know this company uses. For example, if you know that this hiring team has asked you for your Skype name, add it to the signature. It shows you've been listening and that you want to make it easy for the team to contact you. Additional tips for confirming your interview1. Proofread the messageOne of the things that potential employers evaluate you on is how you'd represent the company if hired. When you send a message that's free of spelling mistakes and typos, you show the recipient that you took the time to check it over and make sure that it looked professional.Proofread every message you send during the hiring process, including confirmations. It's an easy way to avoid an unnecessary negative impression during your candidacy. 2. Check font and formattingMake sure that you're using a clear and professional font for your job search messages. Arial 12-point is always a safe bet for any job-related email. Fonts like Comic Sans should be avoided.Avoid bolding, italicizing, color-coding and highlighting. Yes, any of these can make the time and date stand out from a message, but they're unnecessary and can come across as too casual. Likewise, avoid emojis, even if you're applying at a company that has a more casual atmosphere. 3. Add a Calendly linkWant to seriously impress a potential employer without looking like you're trying too hard? Find a way to make their lives easier.Scheduling interviews can be complicated. Finding a mutually convenient time often devolves into back-and-forth email chains — "I can't do the 4th. Do you have any time on the 5th?" "How about noon?" "I have a meeting at noon. How about 2?" and so on.Even when it's easy to find an initial time, there's always the chance that someone has to reschedule. That might be you, or it might be the hiring company. You have an opportunity to show flexibility and consideration by making it easy for the hiring team to reschedule if necessary. Through Calendly, you can allow people to reschedule a meeting with you in just a few clicks. What is Calendly?Calendly is a versatile tool with a straightforward premise — you set up a calendar with your availability and receive a personalized link that will take people to that calendar. You can share that link anywhere, including on your LinkedIn or in the body of an interview confirmation reply email. Anyone who clicks on that link will see when you're available, and they can pick a slot that works for them. The meeting gets added to your calendar and both parties receive an automated confirmation.Pro prospective employers can use your Calendly link whether or not they have Calendly accounts themselves. Just add something like:If you need to reschedule at any point, feel free to click through to my Calendly and choose a time that works for you. If you find that another time will be better, go to my Calendly and choose any time that's marked as open.Your potential employer will appreciate the convenience. They may even decide to adopt Calendly as a tool so they can schedule events more easily. As a job candidate, that's a major point in your favor — you've presented a new solution before you've even received an offer. Interview confirmation email reply samples Crafting an email to a potential employer can be intimidating, even if it's "just" a confirmation reply. These samples will help you get started. You can use them verbatim, merging in the appropriate details, or use them as jumping-off points.Sample 1: Simple confirmation, no questions (formal style)Subject: Interview Confirmation Administrative Assistant, Alex HammHello, Mr./Ms./Mx. {last name},Thank you again for the opportunity to interview for the {job title} position. I look forward to learning more about how I might contribute to {company}'s success.It will be a pleasure to meet you/{interviewer} at {date and time} in your {location} office. I will bring copies of my resume and a list of references. Please let me know if there is anything else I need to have on hand.If at any point you need to reschedule, feel free to choose an alternative time via my Calendly link.Kind regards,{your name} {your contact info}Sample 2: Simple confirmation, no questions (less formal style)Subject: Administrative Assistant Interview Confirmation, Alex HammHi {first name},Thanks so much for your invitation to interview for the {job title} position at {company}. I'm looking forward to learning more about the position and how I can help you succeed.I'm writing to confirm that I will be at {location} on {date} at {time} to meet with {interviewer.} I'm planning to bring several copies of my resume and my portfolio, as requested. Please let me know if there is anything else I need to have with me.Thank you again and I will see you on {date}! If you need to reschedule, you can do so easily through my Calendly link.Warm regards,{your name} {your contact info}Sample 3: Confirmation with questions, formal styleSubject: Confirming Administrative Assistant Interview with Alex HammHello, Mr./Ms./Mx. {last name},Thank you very much for the opportunity to interview at {company}. I look forward to meeting {interviewer} on {date} at {time}. I will have copies of my resume on hand for your review.If there is anything else you need me to bring, please let me know.I understand that you have two offices, one on {street} and the other on {street}. At which location will you be holding the interview? Relatedly, are there any parking or building access rules of which I should be aware?Thank you for your time, and thank you again for inviting me to meet with you about the {job title} position.Kind regards,{your name} {your contact info}Sample 4: Confirmation with questions, less formal styleSubject: Administrative Assistant Interview Confirmation, Alex HammHi {first name},Thanks so much for inviting me to interview for the {job title} position. I will see you at {company}'s {location} office on {date} at {time.} As requested, I will bring copies of my resume and a photo ID to check in at the front desk.I know that you share the building with several other companies. Can you tell me what floor you're on and what the best way is to find your office door? Thank you very much and I look forward to meeting you on {date}.Warm regards,{your name} {your contact info}The TakeawayAs you can see, your interview confirmation email reply doesn't have to be long or in-depth. Just be concise and courteous and you'll leave a positive impression with these very important email recipients.

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