Greetings [Candidate Name],

Thank you for accepting the invitation to interview for the [title] in the [department name] at SUNY Plattsburgh.

This email is to confirm the date, time, and location of the interview.

Date: [enter date of interview]

Time: [enter time of interview]

Location: [enter building and room number of interview]

Upon arrival, please stop by Student Accounts, Kehoe 101 (building #3 on the campus map) and obtain a visitor day pass for parking on campus during your interview. The campus map can be found at [www.plattsburgh.edu/maps](http://www.plattsburgh.edu/maps).

Feel free to contact me if you need any further information.

Regards,

[Your Name]

[Your Department]