

Hi Jane <First Name of Recruiter, HR Contact, or Hiring Manager>,

I'm looking forward to interviewing with the XYZ Company <Company Name> Team on <Date [Day of the Week, Month, Day]> February 10th at 10am.

I have a few brief questions that if you'd be so kind to answer, would help me maximize everyone's time during the interview process.

If you have 5 minutes to touch base over the phone, I'd be grateful to talk with you.

If it's easier to email answer, I've included the questions below:

- 1. Can you please confirm the interview location address for me? I have it as <Insert Address>*
- 2. What is the appropriate dress code for the technology team, as well as the company as a whole (if different)?*
- 3. Will there be different components of the interview, or will it be all direct face-to-face with the hiring manager?*
- 4. What are the names of the managers or team members I'll be interviewing with?*
- 5. What information about these interviewers would be good to know, as it relates to their personalities and interview styles?*
- 6. What quality characteristics do the team members have, who report to or work with the hiring manager?*

Thank you so much. Looking forward to the interview,

<Your Name Here>

