

BOOKING CONFIRMATION EMAIL TEMPLATE

Subject: You're Booked! Confirming your **RECORDING DATE/TIME** podcast interview on **PODCAST TITLE** on C-Suite Radio

Body:

Hello **GUEST NAME**,

We/I are/am looking forward to our **PODCAST TITLE** interview on **RECORDING DATE/TIME**.

As you prepare for the interview - be sure to have:

- An external microphone or headphones with a built-in microphone (please do not rely on the internal mic on your device)
- Computer with a dependable Internet connect
- Quiet room to conduct the interview
- **ANY OTHER INTERVIEW CRITERIA**

The interview will be conducted via **INTERVIEW METHOD** and more details will be shared closer to the interview date. Feel free to reply to this email with any questions, comments, or concerns as well as any prompted questions / topics you'd like to specifically discuss during the upcoming interview.

If we aren't already - let's connect on social:

- Twitter: @**HOSTHANDLE** | @CSuiteRadio
- Facebook: @**HOSTHANDLE** | @CSuiteRadio
- LinkedIn: **LINK** | @CSuiteRadio
- Instagram: @**HOSTHANDLE**

Feel free to share the following social posts with your audience:

- Just booked my interview on #**PODCASTHASHTAG**/**@PODCASTSOCIALACCOUNT** on @CSuiteRadio. Looking forward to diving deep into **POTENTIAL TOPIC** w/**@HOSTHANDLE**
- Looking forward to talking business w/**@HOSTHANDLE** for their podcast **@PODCASTSOCIALACCOUNT**/**#PODCAST HASHTAG**, keep an ear out for the interview on @CSuiteRadio or wherever you listen to podcasts!

Please, let me know if you need anything else!