To:

From:  
  
Subject:

Dear Ms. Duran,

I received an email today from Elaine Wade requesting that I contact you to schedule an interview for the Social Media Manager role at XYZ Company. At your convenience, please let me know when you have openings in your schedule.

I am excited to learn more about the opportunities at XYZ Company and look forward to discussing the role in greater detail.

Sincerely,