

Interview Acceptance Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Interviewer's Name]
[Interviewer's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Interviewer's Name],

I am writing to formally accept your invitation to interview for the position of [Job Title] at [Company Name]. Thank you very much for this opportunity.

I am pleased to confirm my availability for the interview scheduled on [Date] at [Time], as discussed. I appreciate your consideration and look forward to meeting with you, [Interviewer's Name], to learn more about the role and share how my skills and experience align with your team's needs.

If there are any documents or materials you would like me to bring, please let me know. Otherwise, I look forward to our meeting at [Interview Location/Address or "virtually via" platform if applicable].

Thank you once again for this opportunity.

Sincerely,
[Your Name]