

Sample Interview Acceptance Letter with Confirmation of Schedule

Dear [Interviewer's Name],

Thank you very much for inviting me to interview for the **[Job Title]** position at **[Company Name]**. I appreciate the opportunity to discuss my qualifications and am eager to learn more about your team and the role.

I am pleased to confirm my attendance for the interview scheduled on **[Date]** at **[Time]**. As indicated, the interview will take place at **[Location/Virtual Platform]**. Please let me know if there are any documents or additional information I should prepare in advance.

Thank you again for this opportunity. I look forward to speaking with you and the team.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]