

## Interview Acceptance Letter Template

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

[Interviewer's Name]  
[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 Title] position at [Company Name]. Thank you very much for considering me for this opportunity and for arranging the interview.

I am pleased to confirm that I will be available for the interview scheduled on [Date] at [Time], to be held at [Location/Address/Video Call Platform Details].

I appreciate the opportunity to discuss my qualifications and learn more about the team and the company. Please let me know if there are any materials or additional information I should prepare ahead of time.

Thank you once again for this opportunity. I look forward to meeting with you and discussing how I can contribute to [Company Name].

Sincerely,  
[Your Name]