

[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],

Thank you very much for inviting me to interview for the position of [Job Title] at [Company Name]. I am writing to formally accept your invitation and to confirm my participation in the online interview scheduled for [Date] at [Time]. I understand that the interview will be conducted via [Video Conferencing Platform, e.g., Zoom, Microsoft Teams], and I have ensured my access to this platform in preparation for our meeting.

I appreciate the opportunity and look forward to discussing how my skills and experience align with the goals of [Company Name]. Should you require any additional information from me prior to the interview, please let me know.

Thank you once again for this opportunity. I look forward to speaking with you on [Date].

Sincerely,  
[Your Name]