

Date: [Your Date]

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

Dear [Interviewer's Name],

I am writing to formally accept your invitation to interview for the [Job Title] position at [Company Name]. Thank you for considering my application and providing me the opportunity to join your team.

I would like to confirm my availability for the remote interview scheduled on [Date] at [Time], to be conducted via [Platform/Tool, e.g., Zoom, Microsoft Teams, etc.]. Please let me know if there are any specific details or materials I should prepare in advance for our conversation.

I look forward to discussing how my background and skills align with the goals of [Company Name], and I am excited about the possibility of contributing to your team.

Thank you again for this opportunity. Please feel free to share any further instructions or information regarding the interview process.

Sincerely,

[Your Name]
[Your Email Address]
[Your Phone Number]