

Formal Interview Acceptance Letter Template

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

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

Dear [Interviewer's Name],

Thank you very much for inviting me to interview for the [Position Title] position at [Company Name]. I am pleased to formally accept the interview invitation, and I look forward to the opportunity to discuss my qualifications and learn more about your team.

As confirmed, the interview is scheduled for [Date] at [Time]. The interview will be conducted **[in-person at (Location)/virtually (please specify platform)/by phone at (Phone Number)]**. Please let me know if there are any documents or additional information you would like me to bring or prepare in advance.

If there are any changes in the schedule or further instructions, kindly let me know. I appreciate the opportunity, and I am eager to meet with you and discuss how my experiences align with the goals of [Company Name].

Sincerely,
[Your Name]