

Formal acknowledgement of interview invitation

Subject: Interview Acknowledgement for [Position Name]

Dear [Interviewer's Name],

I am writing to formally acknowledge receipt of your invitation to interview for the position of [Position Name] at [Company Name]. I am grateful for the opportunity and confirm my attendance on [Date] at [Time].

Thank you for considering my application. I look forward to the interview and discussing how my skills align with your team's needs.

Sincerely,

[Your Name]

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