

Formal, Professional Acceptance Letter

Subject: Interview Confirmation for [Position Name]

Dear [Interviewer's Name],

I am writing to formally confirm my acceptance of the interview scheduled on [date] at [time] for the position of [position name]. I am grateful for the opportunity and look forward to discussing how my skills and experience align with your organization's needs.

Please let me know if there are any documents or preparations required before the interview.

Sincerely,

[Your Name]

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