

Formal acceptance of a scheduled interview

Subject: Interview Acceptance for [Position Name]

Dear [Interviewer Name],

I am writing to formally accept your invitation for an interview for the [Position Name] position at [Company Name].

I am available on [Date] at [Time] as suggested and look forward to discussing how my skills and experience align with your team's goals.

Thank you for this opportunity, and I look forward to meeting you.

Sincerely,

[Your Name]

[Contact Information]

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