

Conditional acceptance due to schedule conflict

Subject: Interview Attendance Pending Confirmation

Dear [Interviewer Name],

I appreciate the invitation to interview for the [Position Name] position at [Company Name].

I would like to provisionally confirm my attendance on [Proposed Date] at [Proposed Time], pending final schedule adjustments.

I will notify you immediately if any conflicts arise and confirm my availability as soon as possible.

Thank you for your understanding.

Sincerely,

[Your Name]

[Date]

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