

Acceptance of Interview Invitation

Recipient Name

Recipient Address

City, State, Zip Code

Email: recipient@example.com

Date: [Insert Date]

Dear [Recipient Name],

I am writing to formally accept the invitation for the interview for the medical faculty position at [Institution Name] scheduled for [Date and Time]. I appreciate the opportunity to discuss my qualifications and learn more about the faculty and its initiatives.

Please let me know if there are any specific materials or documents you would like me to prepare ahead of time.

Thank you once again for this opportunity. I look forward to our meeting.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

Email: [your_email@example.com]

Phone: [Your Phone Number]