

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for inviting me to the hiring event scheduled for [date] at [location]. I am pleased to accept your invitation and look forward to the opportunity to meet with your team and discuss potential career opportunities.

Please let me know if there are any specific materials you would like me to bring or if there are additional details I should be aware of prior to the event.

Thank you once again for this opportunity. I am excited to attend and learn more about [Company's Name].

Sincerely,

[Your Name]