

Acceptance of Interview Invitation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you for the opportunity to interview for the Administrative Assistant position at [Company Name]. I am writing to formally accept your invitation to interview.

I am available on [insert date and time] and look forward to discussing how my skills and experiences align with the needs of your team.

Thank you once again for this opportunity. Please let me know if there are any additional details I should prepare prior to our meeting.

Sincerely,

[Your Name]