

# Acceptance of Interview Invitation

Date: [Insert Date]

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 Supply Chain Analyst position at [Company Name]. I am writing to formally accept your invitation to interview on [insert date and time]. I am looking forward to discussing my qualifications and how I can contribute to your team.

Please let me know if there are any materials or information you would like me to prepare in advance.

Thank you once again, and I look forward to speaking with you soon.

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]