

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Interviewer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Interviewer's Name],

Thank you for inviting me to interview for the [Job Title] position at [Company Name]. I am pleased to accept the invitation and confirm that I will be available on [Date] at [Time].

Please let me know if there are any materials or information you would like me to prepare in advance. I look forward to our conversation.

Thank you once again for this opportunity.

Sincerely,

[Your Name]