

Recipient Name

Recipient Title

Company Name

Company Address

City, State, Zip Code

Date

Dear [Recipient Name],

Thank you for the invitation to interview for the [Job Title] position at [Company Name]. I am pleased to accept the invitation and look forward to discussing my qualifications with you.

Please let me know the date and time that works best for you, and if there are any specific materials you would like me to prepare ahead of our meeting.

Thank you once again for this opportunity. I look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]