

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Recipient's Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the invitation to interview for the [Job Title] position at [Company Name] on [Date] at [Time]. I appreciate the opportunity to discuss my qualifications and learn more about the exciting work being done at [Company Name].

Please let me know if there is any additional information or documentation you would like me to bring to the interview.

Thank you once again for this opportunity. I look forward to our meeting.

Warm regards,

[Your Name]
[Your LinkedIn Profile or Website (optional)]