Interview Acceptance Letter Standard Sample

Dear ABC,

Thank you for your consideration and the invitation to interview for the Social Media Manager role at XYZ Company. I am available this Wednesday at 1:30 pm, and I look forward to meeting with you to discuss this position in more detail.

Please let me know if I can provide any additional information prior to our meeting on Wednesday afternoon at your offices.

Sincerely,  
Employee’s name   
Phone: