Interview Acceptance Letter

**(A person who’s arranging an interview)**

Dear ABC,

I received an email today from NNN requesting that I contact you to schedule an interview for the Social Media Manager role at XYZ Company. At your convenience, please let me know when you have openings in your schedule.

I am excited to learn more about the opportunities at XYZ Company and look forward to discussing the role in greater detail.

SincerelyEmployee’s name Phone: