To:

From:

**Subject:** Job interview acceptance letter

Respected Mr. Patterson,

I am writing to thank you for your kind consideration to my resume and job application letter that I submitted to you on 1st January 2014. I applied for the post of a marketing assistant at Joy Enterprises Limited and I feel great to get an opportunity for a personal interview. I heartily accept the job interview invitation that you have sent to me and I look forward to mark my presence on the scheduled date.

I have carefully reviewed the details of the interview invitation and I am looking forward to meet Mr. Watson Paul, marketing head of Joy Enterprises Limited on 10th January 2014. I assure you that I will reach sharp at 9:00 AM at company’s conference hall, with all the needed documents, along with a copy of my resume. I am confident about my candidacy for the post of a marketing assistant and I would prove myself as the most deserving candidate.

If any other information is needed from my side, please feel free to call me on 49395493.

Thanking you in anticipation.

Sincerely,

Bob Edie