Letter Accepting an Interview Invitation Example

**Subject:** *Interview Confirmation Account Analyst Position - Sara Potts*

*Dear Mr. Gunn,*

*Thank you very much for the invitation to interview for the Account Analyst position. I appreciate the opportunity, and I look forward to meeting with Edie Wilson on June 30th at 9 AM in your Quincy office.*

*If I can provide you with any further information prior to the interview, please let me know.*

*Best Regards,*

*Sara Potts
sara.b.potts@gmail.com
555-123-1234*