To: chalesbrown@mail.com

Subject: Acceptance for the interview call

Respected Mr. Brown,

I am writing this email to confirm that I would be coming for the interview for the position of mechanical engineer at your company ABC Enterprises which has been scheduled for the 10th of May.

I am giving this written confirmation as instructed by you over our telephonic conversation. I have been given to understand that my educational qualification and work experience is appropriate as per the requirement of your company and you have thus selected me for giving the interview based on my resume.

As discussed, I would be reaching for the interview at 11 am on the 10th of May. I would also bring along all the required documents for you to review. I have heard a lot about your company and it would be my pleasure to work with your team of experts. I look forward to meeting you at the interview.

Thanking you,

Yours Sincerely,

Ben Johnson