To: fred\_paul@hotmail.com

**Subject:** Job interview acceptance email

Respected Mr. Paul,

I am writing this letter in reference to the telephonic conversation that I had with you yesterday regarding the job interview offer. I would like to thank you for your consideration in me and my resume and with a great honor I accept the job interview offer for the job post of marketing assistant.

I have always dreamt of advancing in my career by getting employed at a reputed organization like yours.

As per the interview offer, I look forward to meet Mr. Troy Walt on 20th March 2013 at James Auditorium at 5 PM. I appreciate the opportunity to get interviewed by such a great professional of your company. My interest to work at the job post of a marketing assistant clubbed with my years of experience in the marketing industry would help me earn this respectable position.

As it was mentioned in the job application letter that I sent to you on 15th March, I am capable of providing finest clerical services related to marketing sector and work under the supreme guidance of my seniors.

If I can provide any other information to you prior to the interview, please let me know by calling on 50495004. I once again thank you for the job interview offer.

Regards,

Peterson Charles