To:

From:

Subject:

Dear \_\_\_\_\_ (Sir or Madam),

This is with reference to the interview call letter received on \_\_\_\_\_\_\_ (Which Date Interview Letter Was Received). I acknowledge the receipt of the same and confirm my presence for the interview on \_\_\_\_\_\_\_\_\_ (Which date you would be appearing for the interview).

As it is one of the prestigious firms, appearing for the interview will be a matter of honor. I shall be present be at the given time and address, with all the related documents.

Thanking You.

Yours truly,

\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature