Letter Accepting an Interview Invitation and Asking Questions Example

**Subject:** *Interview Confirmation - Bob Steenberg*

*Dear Ms. Morrison,*

*It was great speaking with you on the phone earlier today. Thank you very much for the invitation to interview for the Editorial Coordinator position at ABC Company. I'm very much looking forward to our conversation, scheduled for May 6, at 3 PM.*

*When you have a moment, can you confirm that this interview will take place at the downtown location of ABC Company?*

*I believe that my editorial experience in the technical publishing field makes me an ideal candidate for the position. I look forward to sharing my passion for and skills in editorial work with you.*

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

*Sincerely,*

*Bob Steenberg
bobs@gmail.com
555-123-1234*