To:

From:  
  
Subject:

Dear Ms. Poole,

I write this letter in response to your interview letter that you sent to me for the online post as Assistant Secretary. I would like to inform that I am willing to come for an interview. Please do inform me of the things needed to bring for the said interview.

Thank you for considering me for the interview and see you at your office on the 24th of this month.

Thanking you.

Sincerely,

B. Kumar