**[](https://www.allbusinesstemplates.com/)** **interview acceptance letter**

**To:**

**From:**  
  
**Subject:** Interview acceptance letter

Dear Mr./Mrs.,

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.

If you have any questions, please feel free to contact me directly. Looking forward to your reply.

Yours sincerely,

<NAME>

<Signature>

<Formal Name + Title>

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*The information in this document is designed to provide an outline that you can follow when formulating business or personal plans.*

*Due to the variances of many local, city, county and state laws, we recommend to consider professional legal counseling before entering into any contract or agreement. AllBusinessTemplates.com herewith expressly rejects any liability incurred due to the use of any documents provided on its website.*