**To:**

**From:**

**Sub: Interview Acceptance Letter**

Dear Sir/Madam,

With reference to your interview call letter dated 2/07/2014 for the position of Laboratory Assistant, I would like to accept your offer for the same. I am grateful to your Company for considering me a suitable candidate and calling me for an interview.

I assure you of my presence at the interview on 9/07/2014 along with the required documents.

Thanking You,

Yours sincerely,

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

(Signature)

**[Sender’s Name]**