To:

From:

Subject:

Dear Martin,

I am writing this letter in response to an interview call which I recently received for the post of Marketing Head in your organization. I would like to inform you that I am willing to appear for this interview on 16th of April, 2014.

I would also like to thank you for considering me to be a candidate who is worthy for this post. This is why I am looking forward to meeting you.

Please let me know beforehand (via e-mail) if there are certain documents which I must be carrying with me.

Yours Truly,

Michael William