Dear Mr.Smith – Manager Marketing of ABC Company,

I am very pleased to receive the invitation to join the interview with your company this morning.

Thank you very much for giving me the opportunity to participate in the interview to select new accountants for your company. I would like to confirm that I will definitely attend the interview on Tuesday, December 15th, 2020.

However, during the call from the Human Resources department this morning, I have not heard about the interview location, so please let me know where the specific location is and what additional documents you need me to bring to the interview.

I’m looking forward to  hearing  from your company soon so that I can have the best preparation!

Best regards,

Phuong Thao