

To: [Recipient's Email Id]

CC: [Your Email ID]

Subject: Expressing My Gratitude For The Interview Invitation

Respected [Mr./Ms./Mrs.] [Name of the hiring person],

Thank you for extending an invitation to the interview. I feel privileged to be getting an opportunity for an interview at your esteemed company. Since I entered the engineering field, your company was among one of my dream companies to work for.

Regarding the role, I feel my skills will allow me to succeed in the role. When you have a moment, can you please let me know if I need to bring only education certificates? Or, are there other documents that I need to bring along. Again, I thank you for this great opportunity.

Sincerely,

[Your First Name] [Your Last Name]

[Contact Number]





