

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to confirm your on-site interview for the [Job Title] position. We look forward to meeting with you in person to discuss how your skills align with our team's needs.

Interview Details:

- **Date:** [Date of Interview]
- **Time:** [Start Time]
- **Location:** [Office Name/Full Address]
- **Contact Person:** [Interviewer/Coordinator Name]

Accessibility and Accommodations:

As requested, we have arranged the following accommodations to ensure the interview process is accessible for you:

- [Description of accommodation 1, e.g., Sign language interpreter provided]
- [Description of accommodation 2, e.g., Step-free access and reserved accessible parking]
- [Description of accommodation 3, e.g., Interview materials provided in large print]

If you require any additional adjustments or have further questions regarding the facilities, please contact [Name] at [Phone Number/Email Address] as soon as possible.

Arrival Instructions:

[Insert instructions regarding security check-in, parking, or specific building entrances].

We look forward to seeing you soon.

Sincerely,

[Your Name]
[Your Title]
[Company Name]