

Subject: Interview Confirmation - [Job Title] - [Candidate Name]

Dear [Candidate Name],

We are pleased to confirm your interview for the [Job Title] position at [Company Name].

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Office Address, including Floor/Suite Number]
- **Interviewer(s):** [Names of Interviewers]

Accessibility and Accommodations:

Our office is fully wheelchair accessible. Please find specific details regarding your arrival below:

- **Entrance:** The [Main/Side] entrance is equipped with power-assisted doors and level access.
- **Parking:** Reserved accessible parking spaces are located [Location, e.g., directly in front of the building].
- **Elevators:** Large-capacity elevators are available in the lobby to take you to the [Number] floor.
- **Restrooms:** Fully accessible restrooms are located on the same floor as the interview room.

Per your request, we have also arranged the following specific accommodations: [List specific accommodations, e.g., height-adjustable desk, digital copies of materials, or extra time].

Upon arrival, please check in at the reception desk. If you have any trouble accessing the building or need immediate assistance, you can contact [Name] at [Phone Number].

We look forward to meeting with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]