

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to invite you to an interview for the [Job Title] position at [Your Company]. We were impressed with your application and would like to discuss your qualifications further.

Please find the details of the interview below:

**\*\*Date:\*\*** [Interview Date]  
**\*\*Time:\*\*** [Interview Time]  
**\*\*Location:\*\*** [Interview Location]  
**\*\*Interview Format:\*\*** [In-person/Virtual/Phone]

We look forward to meeting you. Please confirm your availability for the scheduled date and time.

Best regards,

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