

[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 for an interview for the [Job Title] position at [Company Name]. We believe your skills and experiences align well with our needs.

Please let us know your availability for a meeting on [Proposed Date(s) and Time(s)]. The interview will be held at [Location/Platform].

We look forward to speaking with you soon.

Best regards,

[Your Name]
[Your Title]