

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally invite you to an interview for the [Job Title] position at [Company Name]. We were impressed by your application and would like to discuss your qualifications in more detail.

The interview is scheduled for [Date] at [Time]. It will take place at [Location] or via [Platform, e.g., Zoom]. Please let us know if this time works for you or if any adjustments are needed.

We look forward to the opportunity to speak with you and learn more about your experience.

Thank you for considering this invitation.

Sincerely,

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