

[Your Company Letterhead]

[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 were impressed with your application and would like to discuss your qualifications further.

Please let us know your availability for an interview on [Proposed Date(s) and Time(s)]. The interview will be held at our office located at [Office Address] or can be conducted virtually via [Platform Name].

We look forward to the opportunity to speak with you.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]