

[Your Company Letterhead]

[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 [Company Name]. Your qualifications and experience have impressed us, and we would like to learn more about you.

Please find the details of the interview below:

****Date:**** [Interview Date]

****Time:**** [Interview Time]

****Location:**** [Interview Location/Virtual Meeting Link]

****Interviewer(s):**** [Interviewer Names and Titles]

Please confirm your availability for this date and time. If you have any questions or need to reschedule, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

We look forward to speaking with you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]