

[Your Company Letterhead]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the [Job Title] position at [Company Name]. We were impressed with your application and would like to further discuss your qualifications.

Please find the interview details below:

- **Date:** [Interview Date]

- **Time:** [Interview Time]

- **Location:** [Interview Location/Online Meeting Link]

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

Please confirm your availability for the scheduled time. If you have any questions or need to reschedule, do not hesitate to reach out.

We look forward to meeting you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]