

[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]. We were impressed with your application and believe your skills align well with our company's needs.

**\*\*Interview Details:\*\***

- **\*\*Date:\*\*** [Insert Date]

- **\*\*Time:\*\*** [Insert Time]

- **\*\*Location:\*\*** [Insert Location/Virtual Link]

Please confirm your availability for the scheduled interview. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]