

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Candidate's Name]  
[Candidate's Address]  
[City, State, Zip Code]

Dear [Candidate's Name],

I hope this message finds you well. We were impressed by your application for the [Job Title] position at [Your Company] and would like to invite you for an interview.

Your skills and experience resonate well with what we are looking for, and we are excited to learn more about you. The interview will give us an opportunity to discuss the role in detail and for you to ask any questions you may have about our team and company culture.

Please let us know your availability for the following dates/times:

[Insert date options]. We can accommodate a virtual meeting or an in-person interview at our office, whichever you prefer.

Thank you for your interest in joining [Your Company]. We look forward to speaking with you soon!

Warm regards,

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