

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

I hope this letter finds you well. We are pleased to inform you that we have reviewed your application for the [Job Title] position at [Company Name]. After careful consideration, we would like to invite you for an interview to discuss your qualifications and experience further.

Your background in [specific skills or experiences related to the job] impressed us, and we believe you could be a great fit for our team. The interview will provide an opportunity for us to learn more about you and for you to gain insight into our company culture and expectations.

Please let us know your availability for an interview in the coming week.

We look forward to the possibility of working together.

Thank you for your interest in [Company Name].

Sincerely,

[Employer's Name]

[Employer's Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]