

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally invite you to attend an interview for the [Job Title] position at [Company's Name]. We were impressed with your application and would like to further discuss your qualifications and experiences.

We would be pleased to conduct the interview on [Proposed Date and Time], at our office located at [Office Address] or via [Virtual Platform, if applicable]. If this time does not work for you, please let us know your availability, and we will do our best to accommodate.

Thank you for considering this opportunity. We look forward to the possibility of working together.

Warm regards,

[Your Name]
[Your Job Title]
[Company's Name]