

[Your Name]  
[Your Position]  
[Institution/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Applicant's Name]  
[Applicant's Address Line 1]  
[Applicant's Address Line 2]  
[Applicant's City, State, Zip Code]

Dear [Applicant's Name],

Subject: Invitation for Interview - [Program Name] Admission

We are pleased to inform you that you have been shortlisted for an interview for the [Program Name] at [Institution Name]. Your application stood out among many qualified candidates, and we would like to learn more about your ambitions and experiences.

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

Date: [Date]

Time: [Time]

Venue: [Location/Online Platform]

Please confirm your availability for the interview by [RSVP Date]. If you have any questions or require assistance, feel free to reach out to us.

We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Position]

[Institution/Organization Name]