

[Your Name]  
[Your Position]  
[Your Company]  
[Your 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 are pleased to inform you that we would like to schedule an interview for the Quality Assurance (QA) position you applied for at [Company Name].

Please let us know your availability for a virtual interview during the following time slots:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

If none of these options work for you, please feel free to suggest alternative times that are more convenient.

We look forward to speaking with you soon!

Best regards,

[Your Name]  
[Your Position]  
[Your Company]