

[Your Company Name]
[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],

We are pleased to inform you that you have been selected for an interview for the [Job Title] position at [Company Name].

Interview Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Address/Virtual Meeting Link]

Please let us know if you will be able to attend the interview at the scheduled time. If you have any conflicts, we would be happy to arrange an alternative time.

Thank you for your interest in joining our team. We look forward to speaking with you soon.

Best regards,

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