

[Your Company Letterhead]

[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 [Position Title] at [Company Name]. We were impressed with your application and believe you could be a great fit for our team.

Please join us on [Date] at [Time] at [Location/Virtual Platform]. The interview will last approximately [Duration].

Kindly confirm your availability for this time. We look forward to speaking with you.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]