

[Your Company's Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are excited to invite you to interview for the [Position Title] at [Company Name]. Your application stood out to us, and we believe your skills and experiences may be a wonderful fit for our team.

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

**\*\*Date:\*\*** [Insert Date]

**\*\*Time:\*\*** [Insert Time]

**\*\*Location:\*\*** [Insert Location / or specify if it's a virtual interview with a link]

During the interview, you will have the opportunity to meet with [Interviewer's Name/Title] and discuss how your background aligns with the goals of our company. We look forward to learning more about you and sharing insights about our dynamic work environment at [Company Name]. Please confirm your availability for the proposed date and time, or suggest an alternative if necessary. Should you have any questions, feel free to reach out to us at [Contact Information].

Thank you for considering this opportunity with [Company Name]. We are eager to speak with you soon!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]