

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well! I am excited to extend an invitation for an interview for the [Job Title] position at [Company's Name]. We were impressed by your application and believe you could be a great fit for our team.

We would love to get to know you better and discuss your experiences and qualifications. Please let us know your availability for a meeting over the next week. We can conduct the interview via [Zoom/Company's office/other method] at your convenience.

Looking forward to hearing from you soon!

Best regards,

[Your Name]
[Your Job Title]
[Company's Name]