

[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 [Job Title] position at [Company Name].

Details of the interview are as follows:

- **Date:** [Interview Date]
- **Time:** [Interview Time]
- **Location:** [Interview Location] / [Format (e.g., virtual meeting link)]

Please confirm your availability for the scheduled interview. If you have any questions, feel free to reach out.

We look forward to meeting you!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]