[Your Name]

[Street Address]

[City, St Zip]

[Optional – Email Address]

[Today’s Date]

[Name of Recipient]

[Title]

[Company]

[Address]

[City, St Zip]

Dear [Name of Recipient], (Consider using Mr./Ms. and their last name)

Interview for the position of (Job title)

Following consideration of your application, I am pleased to inform you that you have been short-listed for an interview. The interview will be held on (date) at (time).

(Optional) Please also bring proof of your XXXX (qualification) by bringing original certificate(s).

In accordance with our equal opportunities policy, we would like to ensure that all candidates, regardless of disability, can participate fully in the selection process. Therefore, I would be grateful if you would advise us of any additional assistance that we may be able to provide.

Please confirm your attendance no later than 12.00 pm on (date) by emailing (email address) or telephoning (name and telephone number).

Yours sincerely

[Typed Name]

[Title]