Subject Line: [COMPANY NAME]: Phone Interview Availability

Hi [FIRST NAME],

Thank you for applying to the [JOB TITLE] position at [COMPANY NAME].

After reviewing your application, we are excited to move forward with the interview process.

We would like to schedule a [LENGTH OF INTERVIEW] phone call with [INTERVIEWER], [INTERVIEWER JOB TITLE] at [COMPANY NAME].

Below are some date and time options:

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

[DAY, DATE-TIME, TIME ZONE]

Please reply directly to this email and let me know if you are available at any of the above times. From there, I’ll coordinate with [INTERVIEWER] and send you an email with a calendar invitation to confirm the date and time.

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]