**Invite to Interview**

**CONFIDENTIAL**

**[Insert Name]**

**[Insert Address]**

**[Insert Address]**

**[Insert Address]**

**[Insert Postcode]**

**[Insert Date]**

Dear **[Insert Name]**

**Re [Insert Position] with [Insert Company Name]**

Thank you for your letter and CV in response to our advertisement for the above position.

We have now completed an initial review of the applications and I am pleased to confirm that we would now like to invite you to attend an interview. The interview will be held at our offices at: **[Insert Address],** on **[Insert Day, date**] at **[Insert time].**

The interview will be conducted by **[Insert names and positions]**.

If this date and time is inconvenient, please telephone **[insert]** on the above number who will be able to re-arrange the appointment. In addition, if you have any special requirements for the interview, please telephone beforehand so any arrangements can be made.

**[I have enclosed further information relating to the job role and Company for your information.]**

I look forward to meeting you at the interview and thank you for your interest in the Company.

Yours sincerely

**[Insert Name]**

**[Insert Position]**