

[INSERT COMPANY LOGO]
[SPECIFY COMPLETE NAME OF COMPANY]
[SPECIFY STREET ADDRESS]
[SPECIFY CITY] [SPECIFY STATE OR COUNTRY]
[SPECIFY ZIP CODE]
[SPECIFY CONTACT NUMBER]
[SPECIFY EMAIL ADDRESS]



[SPECIFY DATE HERE]

[SPECIFY COMPLETE NAME OF APPLICANT OR EMPLOYEE]
[SPECIFY STREET ADDRESS]
[SPECIFY CITY] [SPECIFY STATE OR COUNTRY]
[SPECIFY ZIP CODE]

SUBJECT: APPOINTMENT FOR INTERVIEW

DEAR [SPECIFY MS. /MR AND NAME]:

Thank you for your interest in working for [SPECIFY COMPLETE NAME OF COMPANY].

I am impressed by your credentials as well as your enthusiasm for this position. I would like to schedule an interview to discuss this matter further. Currently, my schedule is open on [SPECIFIC DATE OF INTERVIEW] at [SPECIFIC TIME OF INTERVIEW]. We can meet at [SPECIFY LOCATION OR PLACE OF INTERVIEW]. If this time is not convenient for you, please contact my office as soon as possible.

Furthermore, the company has required that you wear business attire during the interview. Should you plan to wear high heels, the height should be no more than [SPECIFY NUMBER] inches. Upon entrance, please approach the reception desk for your temporary identification card.

In the meantime, I thank you again for your interest in this position. I look forward to meeting you.

Sincerely,

[SPECIFY SIGNATURE OF COMPANY REPRESENTATIVE]
[SPECIFY COMPLETE NAME OF COMPANY REPRESENTATIVE]
[SPECIFY TITLE / POSITION]
[SPECIFY DATE HERE]