

Undergraduate Scholarship Interview Logistics

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected for an interview as part of the undergraduate scholarship application process. Below are the details regarding your interview:

Interview Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** Approximately [Insert Duration]

Preparation Tips:

- Be prepared to discuss your academic achievements and extracurricular activities.
- Research our organization and be ready to share why you are interested in the scholarship.
- Dress appropriately and arrive a few minutes early.

If you have any questions or need to reschedule, please contact us at [Insert Contact Information].

We look forward to meeting you!

Best regards,

[Your Name]

[Your Title]

[Organization Name]