

Dear [Candidate's Name],

I hope this message finds you well. We are excited to inform you that we would like to move forward with your application for the [Job Title] position at [Company Name].

Could you please confirm your availability for an interview on [Proposed Date] at [Proposed Time]? If this time does not work for you, feel free to suggest a few alternatives.

Thank you for your prompt response. We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]