

Dear [Candidate's Name],

Thank you for your interest in the promotional opportunity for the [Position Title] position. We are pleased to confirm your interview scheduled for [Date] at [Time]. The interview will take place at [Location/Platform, e.g., Zoom].

Please let us know if you require any special accommodations or have any questions prior to the interview.

We look forward to speaking with you soon!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]