

# Call for Candidate Biographical Information

Dear [Candidate's Name],

We are excited to inform you that you have been shortlisted for the [Position Title] at [Company/Organization Name]. As part of the application process, we kindly request that you provide us with your biographical information.

Please include the following details:

- Full Name
- Contact Information
- Educational Background
- Professional Experience
- Achievements and Awards
- Relevant Skills
- Any other pertinent information

We would appreciate it if you could send this information by [Deadline Date]. Your prompt response will help us move forward in the selection process.

Thank you for your interest in [Company/Organization Name]. We look forward to learning more about you.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]