

# Interview Coordination

Dear [Applicant's Name],

Thank you for your application for the [Position Title] at [Company Name]. We would like to invite you for an interview to further discuss your qualifications and experience.

We have the following time slots available for interviews:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

Please let us know your preferred time, or suggest an alternative if none of these options work for you. We will do our best to accommodate your schedule.

We look forward to your response.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]