

Interview Coordination Letter

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that we have received applications from multiple candidates for the [specific position] at [Company Name]. To move forward in the selection process, we would like to facilitate interviews for the candidates.

Below are the details of the candidates and their availability:

- **Candidate 1:** [Name] - Available on [dates/times]
- **Candidate 2:** [Name] - Available on [dates/times]
- **Candidate 3:** [Name] - Available on [dates/times]

Please let us know your availability for the interview sessions. We aim to accommodate everyone and would appreciate your prompt response to ensure a smooth coordination process.

Thank you for your cooperation, and we look forward to your confirmation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]