

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We are pleased to inform you that we would like to move forward with scheduling an interview.

Please let us know your availability for the following dates and times:

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

If none of the above options work for you, please suggest alternative dates and times that you are available.

We look forward to speaking with you soon.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]