

Interview Coordination

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We would like to schedule an interview with you to discuss your application further.

Please provide your availability for the following dates and times:

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

If none of these times work for you, please suggest alternative times that are convenient for you.

We look forward to your response.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Phone Number]
[Email Address]