

Interview Scheduling Letter

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the [Job Title] position at [Company Name]. We were impressed with your qualifications and believe that you could be a great fit for our team.

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

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

The interview will take place at our office located at [Office Address]. If you prefer a virtual interview, please let us know, and we will make the necessary arrangements.

We look forward to your response.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]