

# Interview Invitation

Dear [Candidate's Name],

We are pleased to inform you that you have been selected for an interview for the Development Officer position at [Museum Name]. We were impressed with your experience and qualifications and would like to discuss your application further.

Please join us for an interview on [Date] at [Time]. The interview will take place at our museum located at [Museum Address]. We anticipate that the interview will last approximately [Duration] and will provide an opportunity for you to learn more about our organization and the responsibilities of the Development Officer role.

Please confirm your availability for this date and time. If you have any questions or require further information, do not hesitate to reach out to us at [Contact Information].

Thank you for your interest in joining [Museum Name]. We look forward to meeting you.

Best regards,

[Your Name]  
[Your Title]  
[Museum Name]  
[Contact Information]