

Invitation to Vendor Application Interview

Dear [Vendor Name],

We are pleased to inform you that your application to become a vendor with [Company Name] has been reviewed. We would like to invite you for an interview to discuss your proposal in further detail.

Interview Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or specify if it is a virtual interview with a link]

Please confirm your availability for the scheduled date and time. If you have any questions or require further information, feel free to reach out to us.

We look forward to meeting with you.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]