

Request for Interview

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request an opportunity to interview potential candidates for the Project Manager position within our team.

As we aim to enhance our project delivery and management capabilities, identifying the right talent is crucial. I believe interviewing qualified candidates will help us make informed decisions aligned with our project objectives.

I would appreciate the chance to discuss this further and explore available time slots that work for your schedule.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]