**Template: Letter inviting applicant to interview**

**[Insert Your Company Name**

**Address**

**telephone number]**

**[Insert name and**

**address of recipient]**

**[Insert todays date]**

Dear **[Insert applicants first name]**,

**[Vacancy for: Insert Job Title]**

Following **your application *or* noted interest\* in the above role**, I am writing to invite you to attend for an interview on:

**[Insert date and time of interview]**

**[Insert where the interview will be held]**

I would be grateful if you could confirm your availability to attend by contacting

**[insert contact details].**

Should you have any questions prior to interview, please do not hesitate to contact me.

Yours sincerely,

**[Signature of letter writer]**

**[Insert letter writer’s name]**

**[Job title]**

\*Delete as appropriate