

PRIVATE & CONFIDENTIAL
ADDRESSEE ONLY

INSERT NAME
INSERT ADDRESS

INSERT DATE

Dear (INSERT NAME)

RE: (INSERT JOB TITLE)

Further to your recent application
have been short listed for a first s

m pleased to confirm that you
ged at the following time-

Date: INSERT DATE

Time: INSERT DATE

Location: INSERT LOCATI

Please contact me on INSERT T
or to arrange an alternative time.
contact me.

ll be able to attend at this time
vice, please do not hesitate to

I look forward to meeting you.

Yours sincerely

(INSERT NAME)
(INSERT JOB TITLE)