**Invite to Interview Letter**

[Date]

[Name]

[Address]

[Address]

[Address]

[Postcode]

Dear [name]

Thank you for your application for the position of [name of position].

We would like to invite you to an interview on [day and date] at [time]. The interview will take place at [place and address of interview].

The interviewing panel will consist of [names and position of people on panel].

It is expected that the interview will last for approximately XX minutes. [The interview will be followed by a short administrative test which will last no longer than XX minutes]. Should you require any special arrangements to be made please let me know.

Please bring photo ID with you and proof of your required qualifications.

We look forward to meeting you on [date].

Yours sincerely

[Name of person signing letter]