

Letter Inviting People to Interview Template

Add your name and interview address here

Date:

Name of applicant:

Address of applicant:

Dear

Personal assistant position

Further to your application for the position of personal assistant, I would be delighted if you could attend an interview on (date) at (time) at (address).

Please write to the above address to confirm that you are able to attend.
(You may want to include a map for the location of the interview.)

I look forward to seeing you.

Yours sincerely,