## **Interview Call Letter Template (Postal)**

**<Company Letterhead>**

<Date>

<Applicant's Name> <Applicant's Address>

Dear <Applicant's Name>,

We are pleased to inform you that your application for the position of <Job Title> has been shortlisted for an interview.

We reviewed your resume and found your qualifications and experience to be impressive. We believe your skills and background align well with the requirements of this position.

We would like to invite you to an interview on <Date> at <Time> at our office located at:

<Company Address>

The interview is expected to last approximately <Duration>. You will be meeting with <Interviewer’s Name>, <Interviewer’s Title>.

Please bring a copy of your resume and any relevant documents to the interview.

We look forward to meeting you and discussing your qualifications further. If you have any questions or require further information, please do not hesitate to contact <Your Name> at <Phone Number> or <Email Address>.

Sincerely,

<Your Name>

<Your Title>

<Company Name>

**Enclosure:** Interview Schedule