

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position with [Agency Name]. After reviewing your application, we would like to invite you to our headquarters for an in-person interview.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Agency Name] Headquarters
- **Address:** [Full Street Address, Suite/Floor, City, State, Zip Code]
- **Interviewer(s):** [Name and Title of Interviewers]

Arrival Instructions:

Please check in at the main reception desk upon arrival. You will need to present a valid photo ID to security to enter the building. We recommend arriving 10-15 minutes early to allow for the check-in process.

Preparation:

The interview will last approximately [Duration]. Please bring [Number] copies of your updated resume and [List any other required documents, portfolio, or references].

Please confirm your attendance by replying to this email or calling [Phone Number] by [Deadline Date/Time]. If you have any questions or need to reschedule, please let us know as soon as possible.

We look forward to meeting you in person.

Best regards,

[Your Name]
[Your Title]
[Agency Name]
[Phone Number]
[Email Address]