

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Following our recent discussions regarding the [Job Title] position with [Client Company Name], I am pleased to invite you for a face-to-face interview.

The interview will be held at the following time and location:

Date: [Date of Interview]

Time: [Time]

Location: [Full Office Address/Suite Number]

Interviewing with: [Name and Title of Interviewers]

This meeting will provide an opportunity to discuss the strategic requirements of the role in more detail and learn more about your professional background and leadership approach.

Please confirm your availability for this time by replying to this email or calling me at [Phone Number]. If you are driving, parking is available at [Parking Instructions]. Upon arrival, please check in at the reception desk.

We look forward to meeting with you.

Best regards,

[Your Name]

[Title]

[Executive Search Firm Name]