

Dear [Candidate Name],

Thank you for applying for the [Job Title] position at [Agency Name]. We have reviewed your initial application and are impressed with your background.

We would like to invite you to a Portfolio Review Interview. This session will be an opportunity for you to walk us through your creative process, highlight your key projects, and discuss the results you achieved for your clients.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Reviewers:** [Interviewer Names/Titles]

Please be prepared to present 3-4 projects that best demonstrate your skills in [Specific Skill, e.g., Brand Identity/Digital Strategy]. If you need any specific technical equipment for your presentation, please let us know in advance.

Please confirm your availability by [Deadline Date/Time]. We look forward to seeing your work.

Best regards,

[Your Name]
[Your Title]
[Agency Name]