

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Invitation for Creative Portfolio Review - [Job Title]

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 formal portfolio review and interview. This session will be an opportunity for you to walk us through your best work, explain your creative process, and discuss how your skills align with our agency's vision.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location/Platform:** [Physical Address or Video Call Link]
- **Panel:** [Interviewer Name(s) and Title(s)]

Please prepare to present 3 to 5 projects that demonstrate your range and problem-solving abilities. You will have approximately [Number] minutes for the presentation, followed by a Q&A session.

Please confirm your availability by replying to this email or contacting [Contact Person] at [Phone Number] by [Deadline Date]. If the proposed time does not work for you, let us know so we can reschedule.

We look forward to seeing your work in detail.

Best regards,

[Your Name]

[Your Title]

[Agency Name]