

Subject: Invitation: Portfolio Review & Interview - [Candidate Name] - [Job Title]

Dear [Candidate Name],

My name is [Your Name] from [Agency Name]. We have reviewed your application and initial portfolio for the [Job Title] position with our client.

We are impressed with your work and 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 design process, explain your creative decisions, and discuss your experience in detail.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Duration:** [Duration, e.g., 45 minutes]

What to prepare:

Please be ready to present 2-3 key projects from your portfolio. We are particularly interested in seeing your workflow from initial concept to final execution.

Please confirm if this time works for you by [Deadline Date/Time]. If you have any questions or need to reschedule, please let me know.

Best regards,

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