

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Invitation for Creative Portfolio Assessment and Interview

Dear [Applicant Name],

Thank you for applying for the position of [Job Title] at [Company Name]. We have reviewed your application and are impressed with your background. We would like to invite you for a formal creative portfolio assessment and interview.

During this session, you will be expected to present your portfolio and discuss the creative process behind your key projects. This will be followed by a formal interview with our design team.

The details for your interview are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Platform:** [Physical Address or Video Call Link]
- **Interviewers:** [Names/Titles of Interviewers]

Please ensure you have your digital or physical portfolio ready for presentation. If you require any specific equipment or software for your presentation, please let us know in advance.

Please confirm your attendance by replying to this email or calling [Phone Number] by [Deadline Date].

We look forward to seeing your work and discussing your potential fit with our creative team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]