

Subject: Invitation: Creative Portfolio Review - [Agency Name]

Dear [Candidate Name],

Thank you for applying for the [Job Title] position at [Agency Name]. We have reviewed your initial application and would like to invite you to a formal portfolio review and interview.

We are impressed by your work and would like to discuss the concepts, strategy, and execution behind your key projects. This will also be an opportunity for you to learn more about our creative team and upcoming campaigns.

Interview Details:

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

Preparation:

Please be prepared to present 3-4 pieces from your portfolio that best demonstrate your creative problem-solving skills and your ability to work within [Industry/Niche].

Please confirm your availability by [Deadline Date/Time]. If the proposed time does not work for you, let us know and we will do our best to reschedule.

We look forward to seeing your work.

Best regards,

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