

Subject: Invitation to Interview and Portfolio Review - [Candidate Name]

Dear [Candidate Name],

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

We are particularly interested in discussing the creative process behind the projects featured in your portfolio. This interview will be conducted by [Interviewer Name] on behalf of our client, [Client Name].

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]

Preparation:

Please be prepared to present 2-3 key pieces from your portfolio. You will be expected to walk us through the brief, your conceptual thinking, and the final execution. Ensure you have your digital portfolio accessible for screen sharing or bring a physical copy/device if the meeting is in person.

Please confirm your availability for this time slot by replying to this email or contacting me at [Phone Number].

We look forward to seeing your work in more detail.

Best regards,

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