

Subject: Invitation to Final Interview: Board of Directors

Dear [Candidate Name],

It is a pleasure to inform you that you have been shortlisted for the final stage of the selection process for a seat on the Board of Directors at [Company Name].

The Nominating Committee was impressed with your background and the insights you shared during our previous discussions. This final interview will serve as an opportunity for you to meet with the current Board members and discuss the organization's long-term strategic vision and governance requirements.

**Interview Details:**

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Virtual Meeting Link]
- **Panel Members:** [Names of Board Members]

Attached to this email, you will find [mention any documents, e.g., the Board Prospectus or Strategic Plan] for your review prior to our meeting. Please let us know if you have any specific requirements or if the scheduled time does not work for you.

Please confirm your availability by [Deadline Date]. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]