

Subject: Invitation: Informal Coffee Chat - [Company Name] / [Job Title]

Dear [Candidate Name],

I hope this email finds you well.

I have been following your professional background, and I am very impressed with your experience in [mention specific skill or field]. I believe your profile could be a great fit for our team at [Company Name].

Rather than a formal interview, I would love to invite you to a brief, informal coffee chat. This would be a great opportunity for us to get to know each other, for me to share more about our vision for the [Job Title] role, and for you to ask any questions about our company culture.

Are you available for a 20-minute conversation (either in person or via video call) on any of the following dates?

- [Date and Time 1]
- [Date and Time 2]
- [Date and Time 3]

If these times do not work for you, please let me know your availability, and I will do my best to accommodate.

I look forward to hearing from you.

Best regards,

[Your Name]
[Your Title]
[Company Name]