

Subject: Interview Invitation: [Candidate Name] - [Job Title]

Dear [Candidate Name],

On behalf of [Client Company Name], we are pleased to invite you to the next stage of our executive search process for the [Job Title] position. We would like to arrange an in-person interview in [City, State].

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Office Address/Suite Number]
- **Interviewers:** [Name and Title of Interviewers]

Travel and Logistics:

[Executive Search Firm Name] will manage your travel arrangements to ensure a seamless experience. Please see the details below:

- **Airfare:** We have reserved [Business/First] class round-trip tickets. Your itinerary is attached.
- **Lodging:** A room has been booked in your name at [Hotel Name] for the night(s) of [Dates]. Confirmation number: [Number].
- **Ground Transportation:** A private car service will meet you at the airport arrivals terminal. For local travel, please use the pre-arranged car service or keep receipts for reimbursement.

Expenses:

All reasonable travel-related expenses (meals, parking, etc.) will be reimbursed. Please retain all original receipts and submit them to [Name] at [Email Address] following your trip.

Documentation:

Attached to this email, you will find a detailed interview schedule and a briefing document regarding the leadership team you will be meeting.

Please confirm your receipt of this invitation and your availability by [Time/Date]. Should you have any specific dietary requirements or need further assistance, please contact me directly at [Phone Number].

We look forward to meeting with you.

Best regards,

[Your Name]

[Your Title]

[Executive Search Firm Name]