

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

Dear [Candidate Name],

Congratulations! We are pleased to invite you to interview for the [Job Title] position at [Company Name]. We were impressed with your background and would like to meet with you in person at our [City] office.

Interview Details:

Date: [Date]

Time: [Time]

Location: [Office Address]

Interviewer(s): [Name and Title]

Travel and Accommodation:

Since you are traveling from out of town, [Company Name] will handle the following arrangements:

- **Flights:** [Our travel coordinator will book your tickets / Please book your flight and submit the receipt for reimbursement].
- **Lodging:** A room has been reserved for you at [Hotel Name] for the night(s) of [Dates].
- **Transportation:** [Details regarding airport transfers or car rental].
- **Expenses:** We will reimburse meals and incidentals up to [Amount] per day. Please retain all original receipts.

Next Steps:

Please confirm your availability for this date by [Deadline Date]. Once confirmed, our travel coordinator, [Name], will contact you with your detailed itinerary.

If you have any questions regarding the travel process or the interview schedule, please feel free to reach out.

We look forward to meeting you.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]