

Dear [Applicant Name],

Congratulations! We are pleased to invite you to our office for an in-person interview for the [Job Title] position. We were very impressed with your background and look forward to meeting you in person.

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Company Office Address]
- **Interviewers:** [Name/Title of Interviewers]

Travel Itinerary & Logistics:

As you are traveling from out of town, we have organized the following arrangements for your trip:

- **Flight:** [Airline], Flight #[Number] departing [Departure City] at [Time]. Returning [Date] at [Time].
- **Lodging:** A reservation has been made in your name at [Hotel Name] located at [Hotel Address].
- **Ground Transportation:** [Details regarding airport pickup, shuttle, or ride-share reimbursement].

Reimbursement Policy:

[Briefly mention company policy regarding meals and incidental expenses, or attach a separate expense form]. Please keep all original receipts for submission.

Please confirm your availability and receipt of these travel details by [Date/Time]. If you have any specific dietary requirements or need accessibility accommodations, please let us know.

We look forward to welcoming you to [City Name].

Best regards,

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