

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Congratulations! We would like 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.

Interview Details:

Date: [Interview Date]
Time: [Start Time] to [End Time]
Location: [Office Address/Department]

Travel Arrangements:

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

- **Airfare:** Please book your flight through [Travel Agency Name/Link] using the code [Code]. Alternatively, you may book your own flight and submit the receipt for reimbursement up to \$[Amount].
- **Lodging:** A room has been reserved in your name at [Hotel Name] for the night(s) of [Dates]. [Include check-in instructions].
- **Transportation:** We will reimburse ride-share (Uber/Lyft) or taxi costs between the airport, hotel, and our office.
- **Meals:** You will be provided a daily meal stipend of \$[Amount].

Reimbursement Process:

Please keep all original itemized receipts. After your visit, please complete the attached expense form and return it to [Email Address] within [Number] days.

Next Steps:

Please confirm your availability for this interview by [Date/Time]. Once confirmed, our coordinator will reach out with your final itinerary and any additional preparation materials.

We look forward to seeing you soon.

Best regards,

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