

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

Dear [Candidate Name],

Congratulations. Following your initial application, we would like to invite you to an in-person interview with our client, [Client Company Name].

Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Full Address of Interview Site]
- **Interviewers:** [Name and Job Titles]

Travel and Accommodation:

To assist with your visit, we have arranged the following:

- **Flight/Train:** [Carrier Name], [Reference Number], Departing [Time/Location]
- **Hotel:** [Hotel Name], [Address]
- **Check-in Date:** [Date]
- **Confirmation Number:** [Number]

Expenses:

[Insert policy here: e.g., All bookings are prepaid. Please keep receipts for meals and local taxis for reimbursement.]

Please confirm your receipt of this email and your availability for the scheduled time by [Date/Time].

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency Name]

[Phone Number]