

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Invitation for Bilingual Language Proficiency Interview - [Language Name]

Dear [Candidate Name],

Thank you for your application for the [Job Title] position at [Company Name].

As part of our selection process, we require candidates to demonstrate their fluency in both English and [Language Name]. We are pleased to invite you to a bilingual language proficiency interview to assess your speaking, listening, and comprehension skills.

The details for your interview are as follows:

- **Date:** [Date]
- **Time:** [Time]
- **Format:** [In-person / Video Call / Phone Call]
- **Location/Link:** [Office Address or Meeting Link]
- **Interviewer(s):** [Name of Interviewer(s)]

The interview will be conducted in both languages. You will be asked to discuss your professional background and respond to various scenarios to evaluate your communication skills in a bilingual environment.

Please confirm your availability by [Deadline Date/Time]. If you have any questions or need to reschedule, please contact [Contact Person Name] at [Phone Number] or [Email Address].

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]