

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Official Invitation for Bilingual Proficiency Evaluation

Dear [Candidate Name],

We are pleased to invite you to participate in a Bilingual Proficiency Evaluation for [Language 1] and [Language 2]. This assessment is a formal requirement for the position of [Job Title/Department] at [Organization Name].

The evaluation is designed to measure your speaking, reading, and writing capabilities to ensure effective communication within our multilingual environment.

Evaluation Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Platform:** [Insert Physical Address or Virtual Link]
- **Evaluator:** [Insert Name/Department]
- **Estimated Duration:** [Insert Duration, e.g., 90 minutes]

Please bring a valid form of photo identification to the assessment. If this is a virtual evaluation, ensure your camera and microphone are fully functional prior to the start time.

Kindly confirm your attendance by replying to this email or contacting [Contact Person] at [Phone Number/Email] no later than [RSVP Date].

We look forward to your participation.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Organization Name]