

Date: [Date]

Candidate Name: [Candidate Full Name]

Address: [Candidate Address]

Subject: Invitation to Bilingual Proficiency Assessment

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position through [Recruitment Agency Name]. We have reviewed your application and would like to invite you to the next stage of our selection process: the Bilingual Language Assessment.

As this role requires fluency in both [Language 1] and [Language 2], this interview will evaluate your verbal and written communication skills in both languages to ensure they meet our client's requirements.

Assessment Details:

- **Date:** [Date]
- **Time:** [Time]
- **Format:** [In-person / Video Call / Phone]
- **Link/Location:** [Insert Link or Office Address]
- **Interviewer:** [Interviewer Name]

The session will last approximately [Duration, e.g., 45 minutes]. Please be prepared to discuss your professional background and complete a short translation or situational task in both languages.

Please confirm your availability by [Deadline Date/Time]. If you have any questions regarding the assessment format, feel free to contact me directly.

We look forward to speaking with you.

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency Name]

[Phone Number]

[Email Address]