

Date: [Insert Date]

Strictly Confidential

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

Dear [Candidate Name],

Following our initial discussions regarding the [Job Title] position, I would like to invite you to a private dinner to discuss the strategic vision for [Company Name] and your potential role within our leadership team.

Given the sensitive nature of this search, we have arranged for a confidential setting to ensure our conversation remains private.

The details for the evening are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Restaurant Name]
- **Room:** [Private Room Name/Reservation Name]
- **Attire:** [Business/Business Casual]

Please let us know if you have any specific dietary requirements or preferences. I have also enclosed a brief agenda of the topics we intend to cover, along with a formal non-disclosure agreement for your review prior to our meeting.

Please confirm your availability by [Date] by contacting [Name] at [Phone/Email]. We look forward to a productive evening.

Sincerely,

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