

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

It is a pleasure to invite you to an executive breakfast interview to discuss the [Job Title] position at [Company Name]. We were very impressed with your background and would like to explore how your leadership experience aligns with our strategic vision.

This informal setting will provide an opportunity for us to discuss the role in detail and for you to meet with members of our executive leadership team.

Interview Details:

- **Date:** [Date of Interview]
- **Time:** [Start Time] to [End Time]
- **Location:** [Restaurant Name or Office Boardroom]
- **Address:** [Full Address]
- **Attending from [Company Name]:** [Name and Title of Executives]

Please let us know if you have any specific dietary requirements or preferences. Additionally, kindly confirm your attendance by [Date] by replying to this email or calling [Phone Number].

We look forward to meeting with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]