

Dear [Candidate Name],

Following our recent discussions regarding the [Job Title] position for our client, [Client Name], I would like to invite you to an executive lunch interview.

As this is a leadership role, we believe an informal setting will provide the best opportunity to discuss your strategic vision and cultural fit in greater detail.

**The details for our meeting are as follows:**

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Restaurant Name]
- **Address:** [Full Address]
- **Table Reservation Name:** [Name]

Please let me know if this time works for your schedule. Additionally, please inform me of any specific dietary requirements or preferences so I can update the reservation accordingly.

I look forward to our conversation.

Best regards,

[Your Name]

[Title]

[Recruitment Agency Name]

[Phone Number]