

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to confirm your in-person creative portfolio review for the [Job Title] position at [Company Name].

**Interview Details:**

- **Date:** [Date of Interview]
- **Time:** [Time]
- **Location:** [Office Address / Floor / Suite Number]
- **Reviewer(s):** [Name and Title of Interviewers]

**Preparation and Requirements:**

Please bring a physical copy of your portfolio or a digital version loaded on your own device. If you require specific hardware (such as a projector or monitor), please let us know in advance. We suggest arriving 10 minutes early to check in at the reception desk. You will need to present a valid photo ID to enter the building.

The session will last approximately [Duration], during which you will present your work and discuss your creative process with our team.

If you have any questions or need to reschedule, please contact [Contact Name] at [Phone Number] or [Email Address].

We look forward to seeing your work and discussing your potential fit with our creative team.

Best regards,

[Your Name]

[Your Title]

[Company Name]