

[Date]

[Candidate Full Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Last Name],

On behalf of the Board of Directors at [Company Name], I am pleased to confirm your upcoming executive interview for the position of [Position Title].

Your interview has been scheduled for the following time:

- **Date:** [Date of Interview]
- **Time:** [Time] [Time Zone]
- **Location/Link:** [Physical Address or Virtual Meeting Link]

You will be meeting with the following members of the Board Search Committee:

- [Name], [Title/Board Role]
- [Name], [Title/Board Role]
- [Name], [Title/Board Role]

The session is expected to last approximately [Duration]. The agenda will include a discussion of your strategic vision for the organization, a review of your executive leadership experience, and an opportunity for you to ask questions of the Board.

Attached to this email, please find the [Company Annual Report/Strategic Plan/Presentation Requirements] for your review prior to our meeting.

Please confirm your receipt of this invitation by [Deadline Date/Time]. If you have any questions regarding the logistics or materials, please contact [Contact Person Name] at [Phone Number/Email].

We look forward to our discussion.

Sincerely,

[Your Name]

[Your Title]

[Company Name]