

Dear [Candidate Name],

We are pleased to invite you to interview for the [Job Title] position at [Company Name].

Your interview has been scheduled for the following time:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Physical Address or Video Call Link]
- **Interviewer(s):** [Name and Title of Interviewers]

Accessibility and Accommodations

[Company Name] is committed to providing an inclusive and accessible interview process. If you require any reasonable accommodations to participate in this interview, please let us know by replying to this email or contacting [Contact Name/Department] at [Phone Number/Email Address].

Examples of accommodations may include, but are not limited to:

- Sign language interpretation
- Closed captioning for video calls
- Materials in alternative formats (e.g., large print)
- Step-free access to the interview room
- Additional time for assessments

Please submit any requests by [Date/Time] so that we can make the necessary arrangements in advance.

We look forward to meeting with you.

Best regards,

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