**Email Template: “Thank you for inviting me to the interview…”**

The following template can be used for email interview invitations:

Dear Mr./Ms. [Recruiter or Hiring Manager],

Thank you for inviting me to the interview for the [Job Title] position at [Company]. I appreciate you considering me for the position and I look forward to meeting you soon.

As per your availability, I would like to schedule the interview on [Day of the Week], [Date] at [Time, AM/PM, Timezone] in the [Company Office] at [Address]. Please let me know if the time and interview location works for you.

I am excited to learn more about the opportunities at [Company]. Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Phone Number]