

Sample letter inviting people for an interview

Your name
c/o Direct Payment Advisor / Job Centre / PO Box*

Date

Name of applicant

Address of applicant

Dear *(applicant's name)*

Personal Assistant position

Further to your application for the position of Personal Assistant, I would be delighted if you could attend an interview on *(date)* at *(time)* at *(address)*.

Please write to the above address to confirm that you are able to attend.

(You may want to include a map for the location of the interview.)

(If you are paying people's interview expenses put the details here.)

I look forward to seeing you.

Yours sincerely,

(Your name)

* Use the return address you used for applications, not your own address