**Invitation to Interview with a Date and Time (Text Version)**

**Subject:**Invitation to Interview

Dear Jane Applicant,

Thank you for applying for the position of office administrator with ABC Company in Minneapolis, MN.

We would like to invite you to come to our office to interview for the position. Your interview has been scheduled for May 1, 20XX, 1 pm, at 123 Main Street, Minneapolis, MN 55199.

Please call me at 651-555-6666 or email me at name@abccompany.com if you have any questions or need to reschedule.

Sincerely,

John Smith

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John Smith  
Regional Manager  
ABC Company  
123 Main Street, Minneapolis, MN 55199  
651-555-6666  
johnsmith@abccompany.com