**Interview Call** Letter

November 30 2013

<Name of the candidate>
<Address>

Dear Mr./Ms.\_\_\_\_\_\_,

This is in reference to your application regarding your interest for employment with our company. We highly appreciate your initiative.

Hence, we would like to meet you personally for a discussion on (date and time) at (venue). We hope the time and venue is suitable to you. But in case, if you are not, we request you to get in touch with (the person in charge) and inform the date and time according to your convenience.

The company shall fully reimburse your expenses for this meeting. You will be entitled to 2nd class A.C. to and fro train fare / Y class airfare.

We have also enclosed the company application form and request you to fill it up and bring it along. The form will facilitate the interview process.

We request you to confirm to us your availability for this meeting either by fax (fax number) or via phone (phone number). Kindly ask for Mr. (the person in charge) who will be your coordinator through the whole process.

Looking forward into hearing from you soon,

Kind Regards,

<Name of the Manager>
<Designation>
<Company>