

## 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 (see page 3), not your own address