[***Today’s date***]

Dear [***Insert Name***}

Thank you for your application for the position of [***insert job title***].

I/We would like to process your application further and accordingly would like to arrange an interview at this office on [***date and time of interview***].

Please could you let us know if you require any special arrangements to be made for your interview on account of disability.

[Original certificates confirming your qualifications will be required [and also [***include any other documentation that is required at interview stage***] at this stage.]

I/We would be grateful if you could confirm that you will be able to attend this interview by signing and returning the enclosed duplicate of this letter.

Alternatively, please contact us to arrange a suitable time and date.

I/We look forward to meeting you.

Yours sincerely

[***Name and Job Title***]

Signed as confirmation for attendance at the interview as detailed above:

[***Name of Applicant***]

[***Insert name and address of recipient***]

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