From,

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_ (date on which the letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

Subject: Inform letter for appointment for interview

Dear \_\_\_\_\_\_\_ (name of the appointee),

This letter is to inform you that we have received your application for the job for the \_\_\_\_\_\_\_\_ (post applied for) post in our company and hence we’d like to appoint you for the interview on \_\_\_\_\_\_\_\_\_\_(date of the interview) at \_\_\_\_\_\_\_\_ (time of the interview) in the morning. You are required to bring with yourself, all the documents and other necessities that have been mentioned to you earlier also.

We expect your presence on the given date. If you have any kind of problem with the given date, you have to contact our official and write another application in order to get a new date. Any kind of delays in your processes will lead to cancellation of your appointment.

Thanking you,

Yours truly

Name and designation