

Sample letter inviting people for an interview

Your name
c/o Direct payment advisor/Jobcentre Plus/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)

*** Put a return address on the letter. Use the address that you used for applications, and not your own address**