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# Formal Letter for Interview Appointment

**Jessica Taylor**  
**Human Resources Manager**  
**Dynamic Web Solutions**  
**2300 Innovation Drive**  
**Seattle, WA 98121**  
**jessica.taylor@dynamicwebsolutions.com**  
**206-555-0199**  
**October 31, 2024**

**Mark Benson**  
**789 Westend Ave**  
**Seattle, WA 98116**

Dear Mr. Benson,

We are pleased to inform you that after careful consideration of your application and qualifications, we would like to invite you to participate in an interview for the position of Senior Web Developer here at Dynamic Web Solutions. We are excited about the possibility of you joining our team and would like to further discuss your skills and experiences.

**Interview Details:**

**Date:** November 10, 2024

**Time:** 10:00 AM PST

**Location:** Dynamic Web Solutions, 2300 Innovation Drive, Seattle, WA 98121

**Interviewer:** Lisa Ray, Head of Development

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The interview will last approximately one hour and will cover a range of topics relevant to the position. Please bring a copy of your resume, any relevant work samples, and a list of references.

To confirm your attendance, please reply to this email or call us at 206-555-0199 by November 3, 2024. If you require any special accommodations or have questions regarding the interview process, do not hesitate to contact us.

We look forward to the opportunity to speak with you and discuss your potential future with Dynamic Web Solutions.

Thank you for your interest in joining our team.

**Warm regards,**

**Jessica Taylor**

**Human Resources Manager**

**Dynamic Web Solutions**