**Global Electronics  
Srinagar**

3rd August 2018

«First\_Name» «Last\_Name»  
«Address\_Line\_1»,«City»

**Invitation to Interview**

Dear «First\_Name» «Last\_Name»

Thank you for applying for the position of office administrator with Global Electronics in Srinagar, J&K.

We would like to invite you to come to our office to interview for the position. Your interview has been scheduled for «Time\_of\_Interview» on «Date\_of\_Interview» at Global Electronics, «Location».

Please call me at 7006123456 or email me at [regmgrsgr@globalelectronics.com](mailto:regmgrsgr@globalelectronics.com) if you have any questions or need to reschedule.

Sincerely,

Haider Ali Punjabi  
Regional Manager  
Global Electronics  
Lal Chowk, Srinagar  
194-2471234  
regmgrsgr@globalelectronics.com