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August 1, 1995

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Dear [recipient's name],

Interview

Thank you for your application for the position of [position title]. You have been placed on the short list for this position. Final decision for the successful applicant will be made by interview. Your interview will be on [date and time] at the above address. Please bring references and any material that may support your application. Sincerely,

[Sign here]

[type your name here]  
[type your job title here]