***To:***

*Date: when Shortlisting Committee has met as soon as possible after close of applications*

Dear

**Selection of a PPC for Somewhere Constituency**

I refer to your application for selection as PPC for *Somewhere* Constituency and am pleased to confirm that the Local Party invite you to attend for an interview with them on ..................... at ...............................at *x o’clock*.

I attach a list of the names of the members of the Shortlisting Committee from which the interview panel will be taken. If you have reason to believe that you could have a serious difficulty or conflict of interest with any member of the Committee, please contact me.

The format of the interview will be.............................

Questions asked during your interview will relate to the qualities which the Shortlisting Committee consider to be especially important for a PPC in their Constituency, a list of which was included in your Application Pack. The scoring system used will be (include outline of system)

**Manifesto for mailing & date of members meeting(s)**

It may be helpful for you to know that, if you are shortlisted, you will be asked to provide artwork for a personal manifesto (no more than 2 sides of A4) no later than \_\_\_\_\_\_\_\_\_\_. Once approved by me, this will be reproduced using \_\_\_\_\_\_\_\_\_\_\_ (printing method – RISO, photocopier, commercial digital printing etc) and sent to members with the hustings notice The members’ meeting for this Constituency has been provisionally arranged for ...............................

Yours sincerely,

Returning Officer

Somewhere Constituency

 Enclosure – Interview panel names

cc CHAIR, SHORTLISTING COMMITTEE