

## ANNEX 1: Template letter invitation



EUROPEAN COMMISSION

Subject: [REDACTED]  
Call: [REDACTED]  
Proposal: [REDACTED]  
Invitation to Step 2 of the evaluation Interview

Dear Madam/Sir,

I am writing in connection with your proposal for the above-mentioned call.

We are pleased to inform you that your proposal has passed to Step 2 of the evaluation and is invited to an interview with the evaluation panel.

The aim of the interviews is to reach a deeper understanding of the proposals and clarify certain aspects, if needed. They will last 40 minutes and include a short 10 minutes presentation by you and 30 minutes for questions and answers by a jury of at least 5 experts.

The interviews for your panel will take place on [REDACTED] at [REDACTED] in [REDACTED].

You are allowed to send a maximum of 3 company representatives to the interview (only employed staff is admitted, representation by third parties is not allowed).

Please send — within 3 working days after receiving this letter — the following information to the link that you will receive shortly by separate email:

- 1) name of the persons that will participate (*mention company name and position*)
- 2) proof of employment (*e.g. contract, latest pay slips, company statutes, or act of establishment*)

Please note that if you cannot attend, your proposal will be evaluated on the basis of the documents already provided.

More specific information regarding your presentation and a map of our location is attached. We advise applicants to arrive at least one hour in advance to the interview to avoid delays due to unforeseen circumstances.

**⚠ Please note that this letter does NOT constitute a formal commitment for funding.**

I would be grateful if you could inform the other members of your proposal team (if any) of this letter.

For any further information, please contact us at: [REDACTED]

Yours faithfully,

[REDACTED]  
Authorising Officer