

Subject: Invitation for Virtual Video Interview - [Candidate Name] - [Job Title]

Dear [Client Name],

I am pleased to introduce [Candidate Name] for the [Job Title] position. After our initial screening, we believe their background in [Area of Expertise] aligns well with your requirements.

We would like to invite you to a virtual video interview to further discuss their qualifications. Please find the proposed details below:

Candidate: [Candidate Name]

Position: [Job Title]

Date: [Date]

Time: [Time and Time Zone]

Platform: [Zoom/Microsoft Teams/Google Meet]

Meeting Link: [\[Link\]](#)

Attached is the candidate's updated resume and our assessment notes for your review prior to the call.

Please confirm if this schedule works for you. If you need to suggest an alternative time, let me know and I will coordinate with the candidate immediately.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]