

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

Subject: Confirmation of Primary Interview Arrangement

This letter is to formally confirm the details of our upcoming primary interview regarding [Project/Case Name or Reference Number].

The interview has been scheduled as follows:

**Date:** [Date]  
**Time:** [Time]  
**Location/Platform:** [Physical Address or Video Link]

The purpose of this meeting is to gather initial information and discuss [Specific Goal of Interview]. We estimate that the session will last approximately [Duration].

Please have the following documents or information ready for our discussion:

- [Document 1]
- [Document 2]
- [Document 3]

If you need to reschedule or have any questions prior to our meeting, please contact me at [Phone Number] or [Email Address] at your earliest convenience.

We look forward to speaking with you.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]