

[Date]

[Client Name]
[Client Job Title]
[Company Name]
[Company Address]

Dear [Client Name],

Thank you for the opportunity to discuss your current hiring needs and how [Agency Name] can support [Company Name] in finding top-tier talent.

As discussed, I have scheduled our initial client discovery interview for:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Meeting Room / Video Call Link]

The goal of this meeting is to gain a deep understanding of your organization's culture, the specific technical requirements for the [Job Title] role, and your ideal candidate profile. This ensures we present only the most qualified individuals for your review.

To make our session as productive as possible, please have the following information ready:

- Detailed job description and key performance indicators.
- Salary range and benefits package.
- Desired start date and interview process timeline.

I look forward to our conversation and to building a successful partnership with your team.

Best regards,

[Your Name]
[Your Title]
[Agency Name]
[Phone Number]
[Email Address]