

Dear [Client Name],

I am pleased to confirm that we have scheduled the first-round interview for the [Job Title] position.

**Interview Details:**

- **Candidate:** [Candidate Name]
- **Date:** [Date]
- **Time:** [Time]
- **Format:** [Video Link / Phone Number / Office Address]

I have attached the candidate's latest resume and a brief summary of their experience for your review. Please let me know if you would like me to provide any specific talking points or if there are additional panel members I should invite to the calendar hold.

I look forward to hearing your feedback following the conversation.

Best regards,

[Your Name]

[Your Company]