

Subject: Confirmation: Pre-Interview Prep Call - [Candidate Name] / [Company Name]

Dear [Candidate Name],

This email confirms our brief preparation call regarding your upcoming interview with [Client/Company Name] for the [Job Title] position.

Call Details:

- **Date:** [Date]
- **Time:** [Time]
- **Phone Number/Link:** [Phone Number or Meeting Link]

During this 10-15 minute session, we will cover:

- Specific insights into the interviewers' expectations.
- Key technical or behavioral topics to focus on.
- Logistics and final tips for success.

I have also attached the job description and your resume for your reference during our chat.

I look forward to speaking with you then.

Best regards,

[Your Name]

[Your Agency Name]

[Your Phone Number]